

REGULATION MONTGOMERY COUNTY PUBLIC SCHOOLS

Related Entries: JPD, JPD-RA, JPD-RB, JPD-RC
Responsible Offices: Office of the School System Medical Officer; Office of School Support and Well-being

Administration of Medication to Students

I. PURPOSE

To establish procedures for the administration of medication to students when essential during school hours

II. BACKGROUND

Montgomery County Public Schools (MCPS) and the Montgomery County Department of Health and Human Services (DHHS), School Health Services (SHS) collaboratively develop and implement regulations and procedures for the proper storage and administration of medication. Implementation of this regulation is dependent on cooperation among MCPS, SHS, parents/guardians, students, and authorized prescribers.

III. DEFINITIONS

- A. *Authorized prescribers* are persons licensed under Maryland law to provide health care to individuals and prescribe medication. These include licensed physicians, certified registered nurse practitioners, certified nurse-midwives, licensed podiatrists, licensed physician assistants, and licensed dentists.
- B. *Controlled substances* include but are not limited to stimulants (including stimulant medications for attention-deficit/hyperactivity disorder (ADHD)) and depressants, narcotics, and some sedatives. Emergency seizure medications, while classified as controlled substances, are not subject to the same storage requirements as other controlled substances, because they must be readily available to the student in case of seizure, as set forth in section IV.E.
- C. *Herbal medicines* are derived from various plants and herbs.
- D. *Homeopathic medicines* are drug products labeled as homeopathic and made by

homeopathic pharmacies in accordance with the processes described in the *Homeopathic Pharmacopoeia of the United States*, the official manufacturing manual recognized by the United States Food and Drug Administration.

- E. *Over-the-counter (OTC) medications* are medications that can be bought without a prescription in the United States.
- F. *Prescription medications* are medications that must be ordered by an authorized prescriber.

IV. PROCEDURES

- A. Administration of Medication to Students by SHS or MCPS Staff
 1. MCPS and SHS discourage the administration of medication to students in school during the school day, unless medically required.
 2. When available, SHS staff members will administer medication during school hours, in accordance with policies contained in DHHS's *School Health Services Manual*.
 3. The principal/designee is responsible for designating MCPS staff to administer medication, in accordance with policies contained in DHHS' *School Health Services Manual*, when SHS staff members are unavailable.
 4. The principal/designee will work with the school community health nurse (SCHN), in a timely manner, to ensure that designated staff have received appropriate training from SHS in the administration of medication to students when SHS staff members are not available.
 5. In circumstances when MCPS staff members are expected to administer medication regularly to students, they must be certified as a medication technician, as required by state law. Montgomery County Department of Health and Human Services provides training for those staff members to become certified medication technicians and keep that certification updated.
 6. At MCPS, only trained medical personnel or staff who are certified medication technicians may perform sensitive medical procedures involving invasive administration of medications or medical devices (e.g., thermometer).

B. Self-administration of Medication by Students

Responsible and developmentally capable students may self-administer certain medications, such as inhalers, epinephrine auto-injectors, or insulin, if recommended by their health-care provider and approved by the SCHN.

1. MCPS Form 525-13, *Authorization to Administer Prescribed Medication*, must be completed and signed by the authorized prescriber, indicating that the student may carry and self-administer the medication. (Please note procedures in Regulation JPD-RB, which state that MCPS Form 525-14, *Emergency Care for the Management of a Student with a Diagnosis of Anaphylaxis*, must be used to authorize auto-injectable epinephrine.)
2. The SCHN must evaluate and approve the student's ability to self-administer the medication.
3. Students may never self-carry or self-administer controlled substances on MCPS property.
4. Students may never smoke, possess, self-carry, or self-administer medical cannabis on MCPS property, consistent with –
 - a) Maryland State Department of Education guidelines, which prohibit a student from self-administering or possessing medical cannabis in any form, and
 - b) Maryland law, which prohibits any method of administration of medical cannabis on school property that includes smoking or vaping.
5. Procedures for the administration of auto-injectable epinephrine are detailed in MCPS Regulation JPD-RB, *Emergency Care for Students Experiencing Anaphylaxis*.
6. As set forth in MCPS Regulation JPD-RC, *Emergency Care for Students Experiencing Symptoms of Opioid Overdose*, students who carry naloxone on MCPS property and during school-sponsored activities are not subject to disciplinary action solely for carrying naloxone.

C. Packaging and Labeling of Medication

All prescription medication must be provided in a container with the pharmacy label. The original prescription container must be properly labeled by the

pharmacist, in accordance with Maryland law. The pharmacy label must contain the following information:

1. Name of the medication
 2. Name and address of the dispenser
 3. Date of prescription, or the date that the prescription was filled, and expiration date
 4. Name of the authorized prescriber
 5. Name of the patient
 6. Any directions for use (e.g., frequency of administration, dosage of medication to be given, and route of administration)
- D. OTC medication and homeopathic and herbal medications are administered in accordance with the procedures for prescription medication, including written parent/guardian permission and the order of an authorized prescriber.
1. OTC medication must be in the manufacturer's original packaging, with the label and safety seal intact.
 2. If the homeopathic or herbal medicine is an OTC product, the medication must be in the manufacturer's original packaging, with the label and safety seal intact.
- E. Storage of Medication
1. All medications, with the exception of those medications that individual students have been authorized to carry and self-administer, must be stored in a locked cabinet, as set forth below, under the authority of the SCHN, and be available only to persons authorized to administer medications.
 2. All medications must be stored at school in a manner required to maintain their effectiveness and locked in a location that is protected from persons not designated to administer medications.
 3. Refrigerators that are used for medication storage must be kept locked and their use reserved exclusively for medication storage.

4. Controlled substances, unless exempted above, must be stored double-locked (i.e., in a locked box inside a locked cabinet, desk drawer, or file cabinet). An inventory of controlled substances must be completed every month and whenever a supply of the controlled substance is brought to school.
 - a) Emergency and other seizure medications are to be stored in the health room in a locked box or cabinet accompanied by the signed authorized prescriber's order that includes instructions for when the medication can be administered.
 - b) Medications that need to accompany a student (e.g., during a field trip) must be kept with a responsible, trained MCPS staff member, not with the student.
5. All medications must be removed from the school by the parent/guardian, or other adult designated by the parent/guardian, one week after the expiration date, under appropriate notification of medication being discontinued or at the end of the school year.
6. Only the parent/guardian, or other adult designated by the parent/guardian in writing, may retrieve controlled substances from the school.
7. Medications not retrieved by a parent/guardian or designated adult will be disposed of according to DHHS procedures.

Related Source:

Annotated Code of Maryland, Education Article, §7-401, §7-421, §7-426, §7-426.1, §7-426.2, and §7-446, and Health-General Article, §21-221(a); Code of Maryland Regulations, 10.13.12.01.B(1), 10.27.11.01-.02, 10.27.09.03I, and 13A.05.05.08F; Guidelines for Emergency Care in Maryland Schools, 2nd Maryland Edition (Maryland State Department of Education, 2015); Delegation of Nursing Functions to Unlicensed Direct Care Providers in a School Setting: Maryland State School Health Services Guideline, Maryland State Department of Education and Maryland Department of Health (January 2006); Maryland State Department of Education and Maryland Medical Cannabis Commission, Guidelines for Public Schools Allowing the Administration of Medical Cannabis to Students

Regulation History:

Regulation No. 525-13; revised October 1982; rescinded June 8, 1992; reenacted December 6, 2005; revised April 20, 2016; revised April 27, 2023.

MCPS NONDISCRIMINATION STATEMENT

Montgomery County Public Schools (MCPS) prohibits illegal discrimination based on race, ethnicity, color, ancestry, national origin, nationality, religion, immigration status, sex, gender, gender identity, gender expression, sexual orientation, family structure/parental status, marital status, age, ability (cognitive, social/emotional, and physical), poverty and socioeconomic status, language, or other legally or constitutionally protected attributes or affiliations. Discrimination undermines our community's long-standing efforts to create, foster, and promote equity, inclusion, and acceptance for all. The Board prohibits the use of language and/or the display of images and symbols that promote hate and can be reasonably expected to cause substantial disruption to school or district operations or activities. For more information, please review Montgomery County Board of Education Policy ACA, *Nondiscrimination, Equity, and Cultural Proficiency*. This Policy affirms the Board's belief that each and every student matters, and in particular, that educational outcomes should never be predictable by any individual's actual or perceived personal characteristics. The Policy also recognizes that equity requires proactive steps to identify and redress implicit biases, practices that have an unjustified disparate impact, and structural and institutional barriers that impede equality of educational or employment opportunities. MCPS also provides equal access to the Boy/Girl Scouts and other designated youth groups.**

For inquiries or complaints about discrimination against MCPS students*	For inquiries or complaints about discrimination against MCPS staff*
Director of Student Welfare and Compliance Office of District Operations Student Welfare and Compliance 850 Hungerford Drive, Room 55, Rockville, MD 20850 240-740-3215 SWC@mcpsmd.org	Human Resource Compliance Officer Office of Human Resources and Development Department of Compliance and Investigations 45 West Gude Drive, Suite 2500, Rockville, MD 20850 240-740-2888 DCI@mcpsmd.org
For student requests for accommodations under Section 504 of the Rehabilitation Act of 1973	For staff requests for accommodations under the Americans with Disabilities Act
Section 504 Coordinator Office of Academic Officer Resolution and Compliance Unit 850 Hungerford Drive, Room 208, Rockville, MD 20850 240-740-3230 RACU@mcpsmd.org	ADA Compliance Coordinator Office of Human Resources and Development Department of Compliance and Investigations 45 West Gude Drive, Suite 2500, Rockville, MD 20850 240-740-2888 DCI@mcpsmd.org
For inquiries or complaints about sex discrimination under Title IX, including sexual harassment, against students or staff*	
Title IX Coordinator Office of District Operations Student Welfare and Compliance 850 Hungerford Drive, Room 55, Rockville, MD 20850 240-740-3215 TitleIX@mcpsmd.org	

*Discrimination complaints may be filed with other agencies, such as the following: U.S. Equal Employment Opportunity Commission (EEOC), Baltimore Field Office, GH Fallon Federal Building, 31 Hopkins Plaza, Suite 1432, Baltimore, MD 21201, 1-800-669-4000, 1-800-669-6820 (TTY); Maryland Commission on Civil Rights (MCCR), William Donald Schaefer Tower, 6 Saint Paul Street, Suite 900, Baltimore, MD 21202, 410-767-8600, 1-800-637-6247, mCCR@maryland.gov; or U.S. Department of Education, Office for Civil Rights (OCR), The Wanamaker Building, 100 Penn Square East, Suite 515, Philadelphia, PA 19107, 1-800-421-3481, 1-800-877-8339 (TDD), OCR@ed.gov, or www2.ed.gov/about/offices/list/ocr/complaintintro.html.

**This notification complies with the federal Elementary and Secondary Education Act, as amended.

This document is available, upon request, in languages other than English and in an alternate format under the *Americans with Disabilities Act*, by contacting the MCPS Office of Communications at 240-740-2837, 1-800-735-2258 (Maryland Relay), or PIO@mcpsmd.org. Individuals who need sign language interpretation or cued speech transliteration may contact the MCPS Office of Interpreting Services at 240-740-1800, 301-637-2958 (VP) mcpsinterpretingservices@mcpsmd.org, or MCPSInterpretingServices@mcpsmd.org.