

# REGULATION

## MONTGOMERY COUNTY PUBLIC SCHOOLS

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**Related Entries:** JPD, JPD-RA, JPD-RB  
**Responsible Office:** Special Education and Student Services  
**Related Source:** Annotated Code of Maryland, *Education Article*, §7-421, §7-426, §7-426.1, and §7-426.2, and *Health-General Article*, §21-221(a); *Code of Maryland Regulations*, 10.13.12.01.B(1) and 13A.05.05.08F; *Guidelines for Emergency Care in Maryland Schools*, 2<sup>nd</sup> Maryland Edition (Maryland State Department of Education, 2015)

### 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 upon 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, or licensed dentists.
- B. *Controlled Substances* include stimulants and depressants, narcotics, and some sedatives.
- 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' *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.

##### 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. Procedures for the administration of auto-injectable epinephrine are detailed in MCPS Regulation JPD-RB, *Emergency Care for Students Experiencing Anaphylaxis*.

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 in the school setting.

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 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.
5. All medication 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. Medication not retrieved by a parent/guardian or designated adult will be disposed of according to DHHS procedures.

**Regulation History:** Regulation No. 525-13; revised October 1982; rescinded June 8, 1992; reenacted December 6, 2005; revised April 20, 2016.