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**MEDICATION /  
TREATMENT  
ADMINISTRATION  
GUIDELINES**

## Duval County School Health Services Manual

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The practice of administering medications in school is governed by several areas of Florida Law. The administration of any medication in school is discouraged, unless absolutely necessary to optimize a student's health and ability to attend school. Except in the case of emergency medications, parents and guardians are requested to administer a student's medication before or after school, safely at home. The school has the right to refuse to administer medication that is not required to be given during school hours. The School Nurse will provide the parent with information so that the parent can discuss adjusting the timing of medication administration with the prescribing health care provider (Medical Doctor, Physician Assistant, or Advanced Practice Registered Nurse).

Unlike some school districts, Duval County Public Schools (DCPS) do not have full-time nurses present in each school. Therefore, the responsibility of administering medication to students is legally delegated, as per the Florida Nurse Practice Act, by a Florida Department of Health – Duval (DOH) registered nurse (RN) to a DCPS school staff person. The principal has the responsibility to designate staff to be trained to assist students in the administration of prescribed medicine. The DOH RN and principal should work cooperatively to assure appropriate, competent personnel are designated to perform the delegated tasks in the absence of assigned health room staff. The designated DCPS staff are trained by the DOH RN's annually. Because DCPS staff have multiple duties and tasks in a school, in addition to administering medication, cooperation of all involved persons is needed at every step of the process to run smoothly and safely.

Parents and guardians, not nurses or school staff, are ultimately responsible for ensuring that their students are receiving medications at school as expected and ordered, that medication guidelines are being followed, medications are not expired, supplies from home are available, unused medication is picked up, documentation is complete, health and medication changes are communicated, that their student has been educated about the student's personal responsibilities when taking medication at school, and that a current phone contact number is available on the emergency contact list.

Guidelines for administering medication in Duval County Public Schools are strictly enforced to adhere to professional best-practices that ensure student safety. Lack of cooperation with or not following the below **Guidelines for Administering Medication at school** will result in the District's or school's inability to administer medication to a student.

### **Guidelines for Administering Medications at School**

- Medications will be administered under this policy in schools only during regular business school hours. Parents or guardians of students attending before or after-school programming must make arrangements with those specific programs for administration of medication according to that program's policies and procedures.
- Substances not to be given at school are all unregulated and/or non-FDA approved products. Herbs, food supplements, home remedy treatments, dietary supplements, and/or folk remedies are a few examples of products not to be administered at school. Parents should consult with the student's health care provider about a schedule for using these preparations outside of school hours.
- Parents or guardians can administer their student's medication(s) in schools.

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- Parents or guardians are responsible for transporting medication to and from school with direct delivery to an authorized school staff person.
- No medication will be transported by a student to school, except those students who have prior approval to self-carry prescribed medication.
- No medication will be transported via the school bus system, except those students who have prior approval to self-carry prescribed medication.
- Parents must provide all medication and required supplies before any medication is given.
- Medications classified as narcotics will not be administered in Duval County Public Schools.
- All student medication requires a label with the student's name, dose, and the specific time medication is to be administered at school, health care provider's name and medication expiration date.
- It is recommended that the first dose of a newly prescribed medication be given at home, not at school, due to the possibility of an allergic or adverse reaction.
- Medication Administration Authorization forms must be completed and signed by parent or guardian **and** health care provider for **each** medication given and **each** time any change occurs.
- The information on the Medication Administration Authorization form must match exactly with the label on the student's prescription medication.
- Any student discovered with unidentified medication or sharing medication with other students will be subject to DCPS School Board policy regarding discipline for having unauthorized drugs on his or her person.
- Medication delivered to school must be in its original container or unopened over-the-counter container with required label information. Older, unused medication cannot be mixed or transferred to a new bottle.
- Medication for weekends and holidays at home should be removed from the newly filled prescription and maintained at home before the medication is delivered to the school. An empty medicine bottle with an exact second label can be requested from the pharmacy at the time the prescription is filled.
- The amount of medication delivered to the school should not exceed a 30-day supply for prescription medication and non-prescription medication.
- If half-doses of a tablet have been prescribed, the pharmacist or parent/guardian must break medication tablets in half at home before bringing to the school.
- An Expiration Date or Beyond-Use Date: the manufacturer, repackager, or other distributor must provide the expiration date. The beyond-use date must not exceed the expiration date and it shall not be a date greater than one year from the date the medicinal drug is filled.

### Non-Prescription Medications

As with prescription medications, non-prescription medications or over-the-counter medications may be given by trained staff at school if ordered by a health care provider and medically necessary. The medication must be in its original, un-opened container and clearly marked with the student's name, dose, and the specific time medication is to be administered at school, health care provider's name, and medication expiration date. Medication will be administered according to dosing instructions on the container unless the health care provider has ordered differently.

### Medication Administration Authorization

- For each individual medication administered, the student's parent or guardian must provide the school principal or designee a completed **Medication Administration Authorization** form (Attachment I-I), which allows the principal, trained designee, or nurse, permission to administer the medication during regular school hours, including when the student is away from school property on official school business (i.e., field trip). New authorization forms are required each school year and when there is a change to the medication.
- The authorization form is kept in a file or notebook in or near the area where the medication will be administered.
- At the end of the school year or when the administration of medication is terminated, the Medication Administration Authorization form and the Medication Administration Record (Attachment I-II) should be batch filed and held for 7 years.
- A parent/guardian signature is only needed on the Medication Administration Authorization form if a student has a current (valid for current school year) health care plan written and signed by their health care provider, such as a Diabetic Medical Management Plan or Seizure Action Plan. The plan must clearly indicate the medication name, dose, and the specific time the medication is to be administered at school. The plan will need to be turned in at the time the medication and Medication Administration Authorization form are brought to school in order for this to be valid. On the health care provider signature line the school personnel trained to administer medication will write "see physician signature on \_\_\_\_\_" and include the plan specific for that student. For example: "See physician signature on Seizure Action Plan".

### Medical Use of Marijuana

Florida Statute 381.986 allows medical marijuana/low THC cannabis use by qualified students in school. The administration of medical marijuana/low THC cannabis/cannabinoid products to qualified DCPS students shall be in accordance with School Board Policy 5.63.

School nurses and school staff are **not** allowed to administer, store/hold or transport the medical marijuana/low THC cannabis in any form.

The parent/caregiver that will be administering the medication/treatments to their child or qualified student/patient during the school day will need to contact the Director of School Health Services and complete an Authorization for Medical Marijuana/Low THC cannabis Use for Qualified Students at School form.

### **Emergency Medications**

Per Florida Statute 1006.062, nonmedical district school board personnel shall be allowed to administer emergency injectable medication (e.g., Epinephrine, Glucagon, and Diastat) upon successful completion of student-specific training by a registered nurse or advanced practice registered nurse licensed under chapter 464.

### **Students Authorization to Self-Carry Medication**

- Section 1002.20, Florida Statutes includes provisions regarding the use of specific medications in schools.
  - Section 100.20(3)(h), Florida Statutes states that students must be allowed to carry metered dose inhalers on their person while in school, with written parental and physician authorization.
  - Section 1002.20(3)(i), Florida Statutes specifies that students may carry and self-administer an epinephrine auto-injector while in school, during school-sponsored activities, or in transit to school or school-sponsored activities, with written parental and physician authorization.
  - Section 100.20(3)(j), Florida Statutes specifies that a school district may not restrict assignment of a student who has diabetes to a particular school; may carry diabetic supplies and equipment on their person; attend to the management and care of diabetes while in school; encourages every school with students with diabetes to have personnel trained in routine and emergency diabetes care.
  - Section 100.20(3)(k), Florida Statutes specifies that students who are at risk for pancreatic insufficiency or diagnosed with cystic fibrosis may carry and self-administer a prescribed pancreatic enzyme supplement while in school, during school-sponsored activities, or in transit to school or school-sponsored activities, with written parental and physician authorization.
- In order for a student to carry and self-administer the above medications at school a completed **Medication Administration Authorization** form must be signed by the parent or legal guardian **and** health care provider as required by all medications. There is a portion at the bottom of the form that must also be completed by the parent or legal guardian, the student, and the health care provider.
- This completed **Medication Administration Authorization** must be returned to the school **before** the student is allowed to carry self-administered medications.
- If a medication is carried and self-administered by the student, the school is not responsible for documentation of medication use or monitoring of expiration date.

### Storage and Disposal of Medication

- All medication should be counted and stored in a locked cabinet, within a locked health room.
- Controlled or schedule substances are recommended to be kept under additional security (double-locked cabinet).
- Per the Florida Department of Health, School Health Administrative Resource Manual, emergency injectable medications, such as Epi-Pen, Glucagon, etc. must be immediately accessible in case of an emergency. It is permissible to keep such medications in a secure location, and in an unlocked cabinet during the school day. If they are stored in that manner, there should be a sign on the outside of the medication cabinet indicating the location of emergency medications, and they should be locked in a secure cabinet after school hours.
- If medication must be refrigerated, it must be stored in a refrigerator in a limited access area. The refrigeration temperature should be maintained at 35-46 degrees F. A daily refrigerator temperature log (Attachment I-III) will be maintained. Food items, other than diabetic supplies, should not be stored or placed in the refrigerator.
- All medication must be checked routinely (no less than monthly) for expired medications.
- Parents or legal guardians are requested to pick up expired medications when contacted. Nurse/Health room staff will document contact with parent and date. Medications not picked up within 2 weeks of notification or by the end of the school year, will be destroyed according to recommendations of the Florida Department of Environmental Protection provided below.
- Expired medications awaiting pick-up or disposal will be stored separately from other medications in a locked cabinet.
- At the end of the school year, medication not picked up will be destroyed after the last day of school.
- Medication disposal should always be witnessed by a second person and documented by both people involved.
- The Florida Department of Environmental Protection (DEP) advises against flushing medications down the toilet through the municipal sewerage system. This practice contaminates the environment and wastewater treatment systems are not designed to remove many of these medications.
- The following procedure will be used:
  1. Keep the medicines in the original container.
  2. Mark out the name and prescription number for safety.
  3. For pills: add some water or soda to dissolve them
  4. For liquids: add something inedible like cat litter, dirt or cayenne pepper.

5. Close the lid and secure with duct or packing tape.
6. Place the bottle(s) inside a non-see-through container like a coffee can or plastic laundry bottle.
7. Tape that container closed.
8. Place container inconspicuously in the trash. Do not dispose of any containers with medications in the recycle bin.
9. Metered dose inhalers should be emptied outdoors by pumping the container into the air, as if being administered.
10. Injectable medications can be emptied into absorbent material and disposed in the trash according to the procedure described above, with the empty containers being placed in the sharps disposal container.
11. Additional information can be found on the DEP web page, *How to Dispose of Unwanted Medications*.

### **Personnel Authorized to Administer Medications**

- Florida Statute 1006.062 authorizes school personnel to assist the student in the administration of prescription medications.
- Only school employees who are designated to administer medication and have received annual DCPS medication administration training may administer medication to students.
- Per F.S. 1006.062 (2), there shall be no liability for civil damages as a result of the administration of medication where the person administering medication acts as an ordinarily reasonable, prudent person would have acted under the same or similar circumstances.

### **Documentation of Medication Administration**

- A Medication Administration Record (Attachment I-II) shall be maintained on each student who receives medication during school hours.
- When medication is given to a student, it must be recorded. If the dosage is not recorded, it will be considered that the student did not receive the required dose.
- The trained person administering the student's medication will initial after each dose of medication on the Medication Administration Record (MAR) or electronic record.

### **Topical Sunscreen Products**

Per Florida Statute 1002.20, a student may possess and use a topical sunscreen product while on school property or at a school-sponsored event or activity without a physician's note or prescription if the product is regulated by the United States Food and Drug Administration for over-the-counter use to limit ultraviolet light-induced skin damage.

Sunscreens are best applied at home by the parent/guardian, before the student comes to school. If a sunscreen is to be administered by school district personnel, the parent must provide a non-aerosolized sunscreen. The sunscreen will be stored in the clinic and treated like any other non-prescription medication, including the need for a Medication Administration Authorization form completed and signed by the parent only. It does not need to include a health care provider signature.

### **Medication Not Administered**

- If the student fails to report to the health room for his/her medication, the health room designee will make every reasonable effort to locate the student and give the medication, but if this fails, the health room designee shall not be held liable for the missed dosage. The reason for the missed dose should be documented on the student's Medication Administration Record.
- The parent or legal guardian will be notified using the contact information provided on the Emergency Contact Information and Authorization for Release of Student from School form (Attachment B-I).
- If the student shows a pattern of not reporting for medications, the DOH School Nurse assigned to the school will be notified.

### **Medication Error / Variance**

- Violation of any of the six (6) Rights of Medication Administration is considered a medication error or variance, requiring completion of a Medication Variance Report (Attachment I-V) the same day the variance has occurred or is discovered. The six rights are: right student, right medication, right dosage, right time, right route, and right documentation.
- If a student receives an incorrect drug or dosage, the principal or designee, parent, and school nurse must be notified immediately, so the appropriate intervention can be initiated. Contact the Poison Control Center 1-800-222-1222 for possible adverse side effects, or call 9-1-1 for severe adverse reactions, e.g., difficulty breathing, tongue or facial swelling, difficulty swallowing, vomiting, lethargy, etc.
- When a student does not report for a medication, the staff will make a reasonable effort to locate the student in the classroom in which they are assigned.



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- When a dose is missed, the parent will be contacted at the contact phone number on record and a variance report completed.
- If multiple doses are missed, the parent or guardian will be contacted with a request to reeducate the student about their responsibility in receiving medication at school. The principal will be notified if additional assistance is needed.
- A Medication Variance Report will need to be filled out if a medication is given more than one (1) hour before or after the medication was ordered to be given.

### **Medication Administration on Field Trips**

- The requirements for the administration of medication while students are away from school property or on official school business shall be the same as those while on school property.
- **Only trained personnel** will administer medication away from the school site, except for students who have permission to self-administer authorized medications.
- The school nurse should be notified at minimum **two (2) weeks prior** to the field trip if medication administration training needs to be provided to additional teachers or staff.
- Only medications with a completed Medication Administration Authorization form will be administered.
- If the student currently has an existing Medication Administration Authorization form with medication at the school, the medication and permission form will be brought on the field trip and administered as instructed.
- The employee who obtains the medication and permission form from the clinic will note on the student's Medication Administration Record log "field trip".
- Upon return to the school, the employee who administered medication during the field trip will return the medication and permission form to the clinic and note on the student's log the time medication was given during the field trip and initial.
- All medications taken on field trips or other official school business must be in the original container and transported in a locked container (tackle box, soft lunch box, bank bag, etc.). It cannot be transported in a purse or backpack.
- The Medication Sign Out for School Activities form of the Medication Administration Record (MAR) must be completed each time a medication is taken on a field trip. The entire bottle/container of medication must be counted and signed out when it leaves the health room and upon return. A signature is required from both the health room staff and the trained staff member administering the medication while on the field trip.
- **It is very important for students who have glucagon, epinephrine, or inhalers ordered for them that they be carried on the field trip and appropriate personnel be trained for their administration.**

**Procedure for Administering Medications**

THE 6 R'S  
\*RIGHT STUDENT  
\*RIGHT TIME  
\*RIGHT DOSAGE  
\*RIGHT MEDICATION  
\*RIGHT ROUTE  
\*RIGHT DOCUMENTATION

1. Wash your hands.
2. Work in good lighting.
3. Concentrate on what you are doing when working with medications, avoid distractions.
4. Make certain you have a completed Medication Administration Authorization form for every medication you give.
5. Check the record to make sure student has not already received medication for that time or day.
6. Check label three (3) times:
  - a. When taking medicine from storage
  - b. When preparing/pouring medicine
  - c. When returning medicine to storage
7. Make certain that the information on the Medication Administration Authorization form matches exactly with the label on the student's prescription medication.
8. Never give medicine from an unlabeled container or from one which the label is not legible.
9. Make proper identification of the student – ask for name, rather than “are you \_\_\_\_\_?”
10. Watch the student take the medicine.
11. Never chart a medicine as having been given until it has been administered.
12. Pour tablets/capsules into the bottle cap and then into the medicine cup.
13. Pour liquids opposite the label to prevent drips from obscuring the directions. Wipe the rim of the bottle before replacing the cap.
14. Do not leave medicine unattended.
15. Store medication as recommended

### **Oral Medications**

1. Student should assume sitting or standing position.
2. Pour the tablet from the bottle into the container lid, then into the medicine cup as necessary.
3. Pour liquid by setting medicine cup on a firm surface at eye level and read fluid level at the lowest point of the meniscus (curved upward surface of the liquid in a container). Place lid upside down to avoid contamination and pour with label facing up to avoid obliterating label. Wipe bottle off before replacing cap.
4. Return medication to cabinet or refrigerator. Lock cabinet or refrigerator.
5. Unless contraindicated, offer water to aid in swallowing, and to assure that medication is washed into the stomach.
6. Make sure the student swallows the medication.
7. Discard used medicine cup.
8. Record the medication on the appropriate forms or electronic record.
9. Observe student for any immediate medication reaction or side effects.

### **Topical Medications (ointments, salves & creams)**

1. Gather necessary equipment including gloves or tongue depressor as needed.
2. Squeeze medication from a tube or take ointment out of jar.
3. Spread a small, smooth, thin quantity of medication evenly on bandage to be placed on skin. Use a tongue depressor to facilitate the smooth application of ointment.
4. Protect skin surface with a dressing and use tape or gauze to secure in place.
5. Remove gloves and wash hands.
6. Return medication to the medication storage cabinet. Lock cabinet.
7. Record medication on the appropriate forms or electronic record.
8. Observe student for any immediate medication reaction or side effects.

### **Eye Medication – Eye Drops**

1. Wash your hands.
2. Get the student into any of these positions to give the eye drops:

- a. tilt the student's head back
  - b. lay the student flat on their back
3. Shake the bottle, if indicated.
4. Remove the top from the bottom.
5. Gently pull down the student's lower eyelid.
6. Avoid touching the dropper against the student's eye, eyelashes or any other surface.
7. Hold the dropper above the student's eye and squeeze one drop into the lower eyelid avoiding the corner of their eye.
8. Release the lower lid and let the student blink a few times to make sure the drop is spread around the eye.
9. Put the top back on the bottle.
10. Wipe away any excess with a clean tissue.
11. If you are using another type of eye drop, wait a few minutes before giving it. This will stop the first drop from being washed out by the second, before it has time to work.
12. Wash hands.
13. Replace medication in medication cabinet. Lock cabinet.
14. Record medication on the proper forms.
15. Observe student for any immediate medication reaction or side effects.

**Eye Medications– Eye Ointment**

Same as above except for the following application:

- a. Gently separate patient's eyelids with thumb and two fingers and grasp lower lid near the margin of the lower lid immediately below the lashes. Exert pressure downward over the bony prominence of the cheek.
- b. Student should look upward.
- c. Apply eye medication along the inside edge of the entire lower eyelid, starting at the inner corner.

### **Ear Drops**

1. Position student on side, with ear to be treated in the upper position.
2. Fill medication dropper with prescribed amount of medication.
3. Prepare student for the ear medication as follows:
  - a. Instruct student: Lift ear upward and outward.
  - b. Administer medication drops, holding applicator slightly above the ear.
  - c. Instruct student to remain on side for 5-10 minutes following administration.

### **Nose Drops**

1. Student should be in a sitting position with head tilted back, or in a supine (lying on back) position with head tilted back over a pillow.
2. Fill dropper with prescribed amount of medication.
3. Place dropper just inside the nostril and administer correct number of drops or sprays.
4. Instruct student not to squeeze the nose and to keep head tilted back for five minutes to prevent medication from escaping.
5. Return medication to the medication storage cabinet. Lock cabinet.
6. Record the medication on the appropriate forms.
7. Observe student for any immediate medication reaction or side effect.

### **Metered Dose Inhaler (MDI)**

1. Remove the cap. Connect the inhaler to the holding chamber (spacer) if applicable.
2. Hold the inhaler like the letter “L” with your thumb on the bottom and fingers on the top.
3. Shake gently a minimum of 3 or 4 times.
4. Have the student sit, or preferably, stand up straight, and breathe out as much air as they can.
5. The student should tip their head back slightly.
6. They should close their lips around the mouthpiece of the spacer, keeping spacer level.
7. Have the student press down on the inhaler to release the medication and breathe in

slowly.

8. Instruct the student to hold their breath for ten seconds if they can.
9. Have them breathe out slowly with their lips almost together.
10. Wait 1 minute (count 60 seconds on the clock).
11. Repeat steps 3 - 9 if he/she is supposed to take more than 1 puff.
12. Be sure to rinse mouth with water afterwards.
13. MDI inhalers should be washed weekly to keep nozzle open.

Note: If you observe that the student is not using the inhaler properly, notify your Department of Health School Nurse.

### **Nebulizer Procedure**

1. Wash hands.
2. Position the student in a comfortably seated position.
3. Place nebulizer on table or counter and plug into electrical outlet with ON/OFF switch in the OFF position.
4. Place medication in the medicine chamber, following all medication administration steps in the School Health Manual. Securely close the lid to the medicine chamber.
5. Attach a mouthpiece or facemask to the medicine chamber with an adapter.
6. Connect one end of the tubing to the medicine chamber and the other end to the nipple on the nebulizer compressor.
7. Turn on the compressor switch and watch for the medication mist to flow from the mouthpiece or mask.
8. If a mask is used, place the mask over the student's mouth and nose, securing it comfortably with the elastic strap that is attached.
9. If a mouthpiece is used, have the student place their lips around the mouthpiece to make a

seal.

10. Instruct the student to breathe in and out through the mouth slowly and completely.  
Remind them to swallow or the saliva will collect in the medicine chamber.
11. Monitor the student for changes in respiratory rate or effort. Initiate emergency procedures if indicated. If student coughs excessively, stop treatment briefly until symptoms subside.
12. Continue to have the nebulizer dispense the medication until all the medication has disappeared from the chamber. If the mist stops, but you can see more medicine clinging to the sides of the medicine chamber, tap the side of the chamber. The mist should start again.
13. Document the procedure accurately on the Medication Administration Record.
14. If symptoms have improved, the student may go back to class.
15. If the equipment is not to be sent home for cleaning before the next treatment, disassemble and clean the medicine chamber, adapter, mouthpiece or mask, and lid with soap and water; rinse thoroughly. Lay all pieces on a towel; cover with a paper towel and air dry. Store in a clean plastic bag.
16. The tubing does not need to be cleaned since only air has been delivered through the tubing.

Note: Parents of students with orders for nebulizer treatments must supply the nebulizer as well as the tubing and medication.

### **Nasal Rescue Medication**

**Valtoco (diazepam nasal spray) Administration** (must be trained by licensed healthcare professional)

1. The student can be either on their side or back to receive Valtoco.
2. Move objects and furniture away from the student to avoid injury.

3. Remove 1 Valtoco blister pack from the box. Each blister pack contains 1 nasal spray devise.
4. Peel back the tab with the arrow on the corner of the pack.
5. Remove Valtoco from the pack.
6. Hold Valtoco with your thumb on the bottom of the plunger and your first and middle fingers on either side of the nozzle.
7. Gently insert the tip of the nozzle into 1 nostril until your fingers, on either side of the nozzle, are against the bottom of the person's nose.
8. Press the bottom of the plunger firmly with your thumb to give Valtoco.
9. Remove Valtoco from the nose after giving the dose. Each individual Valtoco contains 1 single spray.
10. Keep or move the person onto their side, facing you, so that you can watch them closely.
11. Make a note of the time Valtoco was given and continue to watch the student closely.
12. Monitor the student until 9-1-1 personnel and/or parent/guardian arrive.
13. Unless ordered otherwise, a student who receives Valtoco in the school should be transported to a medical facility for further monitoring.

**Baqsimi (glucagon nasal powder) Administration** (must be trained by licensed healthcare professional)

1. Identify symptoms of a low blood sugar emergency, or severe hypoglycemia
2. Have someone call 9-1-1 and notify the principal and parent/guardian
3. Prepare the dose by removing the shrink wrap by pulling on the red stripe.
4. Open the lid and remove the device from the tube. Do not press the plunger until ready to give the dose.
5. Hold the device between fingers and thumb. Do not push the plunger yet.
6. Insert the tip gently in one nostril until finger(s) touch the outside of the nose.
7. Push the plunger firmly all the way in. Dose is complete when the green line disappears.



8. If the person is unconscious, turn the person on their side.
9. If the person is conscious and able to safely swallow, give the person a fast-acting source of sugar, such as juice.
10. Continue to closely monitor the student until 9-1-1 personnel and/or parent/guardian arrive.

### **Injectable Medications**

Only RNs are permitted to administer injections, except for other disciplines who are trained and designated by an RN, such as a LPN. Per Florida Statute 1006.062, nonmedical district school board personnel shall be allowed to administer **emergency** injectable medication (e.g., Epinephrine and Glucagon) upon successful completion of student-specific training by a registered nurse or advanced practice registered nurse licensed under chapter 464.

### **EpiPen® Injection Procedure** (must be trained by licensed healthcare professional)

1. Identify symptoms of anaphylaxis
2. Have someone call 9-1-1, then notify the principal and parent/guardian.
3. Remove the Auto-Injector from the clear carrier tube
  - Flip open the yellow cap of your EpiPen or the green cap of your EpiPen Jr carrier tube.
  - Tip and slide the auto-injector out of the carrier tube.
4. Hold the auto-injector in your fist with the orange tip pointing downward.
  - Blue to the sky, orange to the thigh
5. With your other hand, remove the blue safety release by pulling straight up without bending or twisting it.
6. If you are administering to a young child, hold the leg firmly in place while administering an injection.
  - Place the orange tip against the middle of the outer thigh (upper leg) at a right angle (perpendicular) to the thigh
7. Swing and push the auto-injector firmly until it “clicks.” The click signals that the injection has started.
8. Hold firmly in place for 3 seconds (count slowly 1, 2, 3).
9. Remove the auto-injector from the thigh.

- The orange tip will extend to cover the needle. If the needle is still visible, do not attempt to reuse it.

10. Massage the injection area for 10 seconds.
11. Check airway, breathing, and circulation, and initiate steps of CPR if needed until EMS arrive.

### **Diastat Administration** (must be trained by licensed healthcare professional)

1. Turn person to their side.
2. Assemble all equipment.
  - a. Diastat
  - b. Gloves
  - c. Lubricant
3. Explain procedure to patient.
4. Put gloves on.
5. Provide privacy by using curtain; forming a human barrier around the student; having someone hold up a sheet to screen the student.
6. Push up with your thumb and remove the cap from the syringe. Be sure the seal pin is removed with the cap.
7. Lubricate the tip with the lubricant provided.
8. Facing the patient, bend the upper leg forward and separate the buttocks to expose rectum.
9. Separate buttocks to expose rectum.
10. Gently insert the syringe tip into the rectum.
11. Slowly count to 3 while pushing the plunger until it stops.
12. Slowly count to 3 again before removing the syringe from rectum.
13. Slowly count to 3 while holding buttocks together to prevent leakage.
14. Keep person on side facing you, note time given and continue to observe.
15. Do not reuse the syringe.
16. Monitor the student until 9-1-1 personnel and/or parent/guardian arrive.
17. Unless ordered otherwise, a student who receives Diastat in school should be transported to a medical facility for further monitoring. The most common side effect is drowsiness.

**NOTE:** Diastat Acudial must be properly dialed and locked before use. This should be done by the pharmacist before leaving the pharmacy so the correct dose is received. A display window on the syringe indicates the dose and a green band at the base of the tip indicates it is ready for use.