**Plano Independent School District**

**School Health**

**Off Campus Medical Emergency and Medication Administration Administrative Guideline**

**Purpose**

The purpose of this guideline is to provide direction to school personnel in the distribution of medication when off campus.

**Program Coordinator**

Coordinator for District Health

**Responsibilities**

* Assure quality improvement by revising this guideline as required through the monitoring of training.
* Communicate with medical officer on issues related to quality of care.

**Environment/Settings**

* All off campus activities when students may need medication

**Applicable documents**

* Guideline
* Training checklists
* Off campus medication request form
* Plano ISD First aid manual
* Action Plan if applicable
* Physician orders if applicable

**Medical Control**

The medical officer will direct the following:

* Medical direction in the formulating of the guideline
* Review and approve the above
* Evaluation as needed

**Restrictions/requirements**

* Controlled substances must be counted by parent and PISD witness.
* Students will not self-carry medication except for emergency rescue medication with a release from physician and diabetic supplies and medications.

**Staff Training and Preparation**

Training for the unlicensed personnel can be done by a Registered Nurse. Training and ongoing verification of training will be documented by the training checklist or verification of online training. Additional questions or concerns beyond Plano ISD training, should be directed to the school nurse, family and/or health care provider.

**Training**

* Registered Nurse (RN) is the person responsible for the training.
* Unlicensed personnel may be trained by an RN.
* Training is done yearly and as needed throughout the year.
* Guidelines, physician orders/action plan and parent requests are to be reviewed prior to training and throughout the year for review.
* Competency checklist must be signed and dated yearly and periodically throughout the year as needed for verification of skills.
* Confidential Information is shared with other employees on a need to know basis.

**Procedural Guideline for all medical emergencies**

1. If in transportation vehicle and medical emergencies occur, pull bus over and call 911, if cell phone available, for the following conditions. If at any time, the following occurs, call 911 and notify the parent:
   1. Seizures
   2. Unconsciousness or not breathing
   3. Anaphylaxis
   4. Difficulty breathing that is not relieved by rescue inhaler
   5. Severe Bleeding
   6. Any other medical condition that poses a threat to life
2. Allow student who is carrying own self-emergency medication to administer without delay.
3. Follow severe allergy and action plan training for Epinephrine auto injector.
4. Diabetic students are allowed to eat, drink and test blood sugar at all time.
5. If diabetic student indicates that they have hypoglycemia (low blood sugar) but does not have a source of sugar, provide quick acting source of sugar 15-20gm.
6. Follow diabetic action plan and training.
7. For asthma symptoms, allow student to use inhaler or nebulizer. Call 911 if respiratory distress continues after medication administration.
8. If directed by a 911 operator to begin CPR and no one has not been trained in CPR, begin pushing on middle of chest between nipple lines, hard and fast until become fatigued or trained medical help arrives (known as Hands Only CPR).

**Procedural Guideline for medication administration for off campus field trips**

1. Principals will designate other school employees to administer medication while a student is involved in a school-related event, away from school property, and a nurse is not in attendance.
2. The school nurse will train the designated employee in medication administration. Documentation of training will be kept in school clinic.
3. The sponsoring teacher will alert the nurse at least one week prior to the field trip for preparation of students with health issues.
4. Written permission of the parent/legal guardian must be obtained prior to medication administration.
5. The nurse or clinic assistant will prepare the medication to be taken on the field trip.
   1. Medication is to be properly labeled with the student’s name, name of medication, dosage, time to be given, and route of administration.
   2. A copy of the medication request form and the documentation log (on the back) should be sent with the medication. The documentation of administration will be kept with the other medication forms.
   3. The nurse or clinic assistant will document - Field Trip (FT) on the daily log.

**Procedural Guideline for medication administration for off campus overnight trips**

1. Principals will designate other school employees to administer medication while a student is involved in a school-related event, away from school property, and a nurse is not in attendance.
2. The school nurse will train the designated employee in medication administration. Documentation of training will be kept in school clinic.
3. The sponsoring teacher will alert the nurse at least one week prior to the field trip for preparation of students with health issues.
4. Sponsoring teacher will send parent information for medication administration on overnight trips.
5. Parent will bring medication to sponsoring teacher.
6. Written permission of the parent/legal guardian must be obtained prior to medication administration.
7. Self-carry emergency medications are allowed, with written permission from parent, physician and school nurse.
8. No expired medication will be given.
9. Only medications in the original, properly labeled containers will be given.
10. All district medication policy and procedures will be followed during field trips and overnight camps.

**Medical Officer Signature:**

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Physician Signature/PISD Medical Officer