
Merlin Day Academy (MDA) Medication Policy

Medication Policy and Procedure

Parents must complete the medication consent form to grant written permission for Merlin Day Academy staff to administer any medication to the student. This includes, but is not limited to, over-the-counter medication such as cough drops, topical creams, and nasal sprays. All medication must be in its original container. Prescription medication will only be administered with a note from the child's physician. The note must state the medication's name, dosage, time of medication to be given, and consent to return to Merlin Day Academy. All medications must be brought to the front desk when the child is dropped off. The medication should be handed directly from parents to staff and should not be brought in via backpack or lunch bag. It must be sealed and clearly labeled with the child's first and last name.

- All medication must be stored in a lock box in the administrative office.
- **Prescribed Medication** must be in the original box or container with the label from the pharmacy.
- **Over-the-counter medicine:** i.e. for allergic reactions (i.e., Benadryl), Tylenol and other over-the-counter medication must be accompanied by a doctor's note with instructions as to how and when medicine is to be distributed.

Students should not take medication during school hours or during school-related activities unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take a medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the student and otherwise follow Merlin's procedures on dispensing medication. No Merlin employee shall administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed medication consent form is submitted by the student's parent/guardian. No student shall possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this policy and its implementing procedures.

Self-Administration of Medication

A student may possess an epinephrine auto-injector, e.g., EpiPen[®], and/or asthma medication prescribed for use at the student's discretion, provided the student's parent/guardian has completed and signed a School Medication Authorization Form. The School District shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication or epinephrine auto-injector or the storage of any medication by school personnel. A student's parent/guardian must indemnify and hold harmless Merlin Day Academy and its employees and agents, against any claims, except a claim

based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine auto-injector and/or medication, or the storage of any medication by school personnel. Nothing in this policy shall prohibit any school employee from providing emergency assistance to students, including administering medication. The Special Education Administrator shall include this policy in the Student Handbook and shall provide a copy to the parents/guardians of students.

Merlin Day Academy Supply of Undesignated Epinephrine Auto-Injectors

The Special Education Program Administrators, or designee, shall implement Section 22-30(f) of the School Code and maintain a supply of undesignated epinephrine auto-injectors in the name of the school and provide or administer them as necessary according to State law.

Undesignated epinephrine auto-injector means an epinephrine auto-injector prescribed in the name of the school. A school nurse or trained personnel, as defined in State law, may administer an undesignated epinephrine auto-injector to a person when they, in good faith, believe a person is having an anaphylactic reaction. Each building administrator and/or his or her corresponding school nurse shall maintain the names of trained personnel who have received a statement of certification pursuant to State law.

Void Policy; Disclaimer

Merlin Day Academy Supply of Undesignated Epinephrine Auto-Injectors section of the policy is void whenever the Special Education Administrator or designee is, for whatever reason, unable to: (1) obtain for the school a prescription for undesignated epinephrine auto-injectors from a physician or advanced practice nurse licensed to practice medicine in all its branches, or (2) fill the school's prescription for undesignated school epinephrine auto-injectors. Upon any administration of an undesignated epinephrine auto-injector or an opioid antagonist, the Special Education Administrator or designee(s) must ensure all notifications required by State law and administrative procedures occur. Upon implementation of this policy, the protections from liability and hold harmless provisions as explained in Section 22-30(c) of the School Code apply. No one, including without limitation parents/guardians of students, should rely on the school for the availability of an epinephrine auto-injector. This policy does not guarantee the availability of an epinephrine auto-injector; students and their parents/guardians should consult their own physician regarding such medication(s).

LEGAL REF.

105 ILCS 5/10-20.14b, 5/10-22.21b, and 5/22-30. 23
IL.Admin.Code §1.540.

Asthma and Allergic Reaction

An asthma action written plan for the child's medical record will be maintained and updated each year within the child's file and readily accessible to the child's team.

Merlin Day Academy shall allow for the self-administration and self-carry of asthma medication by student with asthma as long as the parents send approval of self-administration and self-carry AND parents/guardians provide the prescription label, which must contain the name of the asthma medication, the prescribed dosage, and the time at which or circumstances under which the asthma medications to be administered or the self-administered a written statement from the students physician with the name and purpose of the epinephrine injector, the prescribed dosage and the time or times at which the special circumstance under which the epinephrine injector is to be administered.

Each year, MDA shall request an asthma action plan from the parents or guardians of a student with asthma if provided the asthma action plan must be kept on file in the office of the school nurse or in the absence of a school nurse, the school administrator copies of the asthma action plan may be distributed to appropriate Merlin staff who interact with the people on a regular basis and if applicable may be attached to the student's IEP.

Merlin shall adopt an asthma episode emergency response protocol that includes all of the components of the state boards model protocol.

Administration of Asthma Medication to Non-Prescribed Students:

Asthma medication can be administered in emergency needs to non-prescribed students at times when special circumstances are required. Within 24 hours of administration of an undesignated epinephrine injector, MDA must notify the physician, physician assistant or advance practice registered nurse who provided the standing protocol and a prescription of the undesignated epinephrine injector of its use. Within 24 hours after the administration of undesignated asthma medication, MDA must notify the student's parents or guardian and the physician who provided the standing protocol and a prescription. The school must follow up with the school nurse with the consent of the child's parents or guardian, notify the child's health care over the record of its use. Prior to administration of an undesignated epinephrine injector, trained personnel must submit to the school's administration proof of completion of a training curriculum to recognize and respond to anaphylactic that meets the requirements training.

Within three days after the administration of an undesignated epinephrine injector by a school nurse, trained personnel, or a student at a school or school sponsored activity the school must report to the State Board of education in a form and manner prescribed by the state board the following information

1. Period age and type of person receiving epinephrine
2. Any previously known diagnosis of a severe allergy
3. Trigger that precipitated allergic episode
4. Location where symptoms developed
5. Number of doses administered
6. Type of person administering epinephrine seven any other information required by the state board.

Merlin Day Academy must report to the school Board of Education the number of undesignated epinephrine injectors in supply

Asthma Staff Training Policy

Every two years school personnel who work with students shall complete an in person or online training program on the management of asthma the prevention of asthma symptoms and the emergency response in the school setting in consultation with statewide professional organizations with expertise and asthma medicine management

An asthma training may be conducted online or in person and should include:

1. How to recognize signs and symptoms of an allergic reaction including anaphylaxis;
2. How to administer epinephrine injector;
3. A test demonstrating competency of the knowledge required to recognize anaphylaxis and administer an epinephrine injector;
4. Training should include a review of high-risk areas within a school and its related facilities;
5. Steps to take to prevent exposure to allergens;
6. Emergency follow up procedures including the importance of calling 911;
7. How do you respond to a student with a known allergy as well as a student with a previously unknown allergy;
8. Other criteria as determined

A training curriculum to recognize and respond to respiratory distress including the administration of undesignated asthma medication may be conducted online or in person. The training shall include:

1. How to recognize symptoms of respiratory distress and how to distinguish respiratory distress from anaphylaxis;
2. How to respond to an emergency involving respiratory distress;
3. Asthma medication dosage and administration;
4. The importance of calling 911;
5. A test demonstrating competency of the knowledge required to recognize respiratory distress and administer asthma medication.

Opioid Overdose

Within 24 hours of undesignated opioid antagonist, the health care professional who prescribed the antagonist must be informed of its use.

Opioid Overdose Staff Training:

Opioid overdose training shall be completed annually. Records related to the training and trained personnel prior to the administration of an opioid antagonist trained personnel be maintained in our LMS training system and proof of completion of a training curriculum to recognize and respond to an opioid overdose.

A training curriculum to recognize and respond to an opioid overdose, including the administration of opioids antagonist may be conducted online or in person it must include:

1. How to recognize symptoms of an opioid overdose.
2. Information on drug overdose prevention and recognition.
3. How to perform rescue breathing and resuscitation.
4. How to respond to an emergency involving an overdose.
5. Opioid antagonist dosage and administration.
6. The importance of calling 911.
7. Care for the overdose victim after administration of the overdose antagonist.
8. A test demonstrating competency of the knowledge required to recognize an opioid overdose and administer a dose of an opioid antagonist.

General Procedures

Merlin Day Academy staff who in good faith believe is having an anaphylactic reaction, administers an opioid antagonist to a student whom the school nurse or trained personnel in good faith believes is having an opioid overdose, or administers undesignated asthma medication to a student in good faith believed is having a respiratory distress, is not liable.

Upon administration of epinephrine injector or opioid antagonist MDA must immediately activate the EMS system and notify the student's parent, guardian, or emergency contact, if known.

Liability considerations

Parents and guardians must sign a statement acknowledging that Merlin Day Academy and its staff are to incur no liability, expect for willful and wanton conduct as a result of an injury arising from the administration of asthma medication, an epinephrine injector, or an opioid antagonist, regardless of whether authorization was given by the student's parents or guardians, must indemnify and hold harmless Merlin and its staff.