

## **Administration of Medication**

Westlake Charter School (“Westlake” or the “Charter School”) staff may voluntarily be responsible for the administration of medication to students attending school during regular school hours. It is imperative that best practices are followed in the administration of medication and carefully delineated to ensure the safety of our students and the legal protection of our employees.

### **Administration of Medication with Charter School Assistance**

Any student who is required to take, during the regular school day, medication prescribed for him or her by an authorized health care provider, may be assisted by designated school personnel if Westlake receives the appropriate written statements as follows:

1. A written statement from the student’s authorized health care provider detailing the name of the medication, method, amount, and time schedules by which the medication is to be taken; and
2. A written statement from the parent, foster parent, or guardian of the student indicating the desire that and granting permission to Westlake personnel to assist the student in the matters set forth in the statement of the authorized health care provider; and
3. The student’s medicine in the original pharmaceutical container.

These written statements specified shall be provided at least annually and more frequently if the medication, dosage/amount, frequency of administration, or reason for administration changes. The primary responsibility for the administration of medication rests with the parent/guardian, student and medical professional.

### **Self-Administration of Medication (without Charter School Assistance)**

A student is permitted to self-carry and self-administer prescription medication if an authorized health care provider has indicated that the student may need to take this medication or is required to take this medication during the regular school day. Prescription medication includes an auto-injectable epinephrine (“EpiPen”) and inhaled asthma medication. In order for a student to carry and self-administer this medication, Westlake must receive the following:

1. A written statement from student’s authorized health care provider detailing the name of the medication, method, amount, and time schedules by which the medication is to be taken, and confirming that the student is able to self-administer auto-injectable epinephrine; and
2. A written statement from the parent, foster parent, or guardian of the student consenting to the self-administration, providing a release for the designated school



personnel to consult with the health care provider of the student regarding any questions that may arise with regard to the medication, and releasing Westlake and school personnel from civil liability if the self-administering student suffers an adverse reaction as a result of self-administering medication.

These written statements specified shall be provided at least annually and more frequently if the medication, dosage/amount, frequency of administration, or reason for administration changes.

Westlake may elect to observe and document the student's ability to safely and competently self-carry and self-administer prescription medication as directed by the authorized health care provider. A student may be subject to disciplinary action if that student uses auto-injectable epinephrine in a manner other than as prescribed.

Any student requiring insulin shots must establish a plan for administration of insulin shots with the Principal or designee in consultation with the parent/guardian and student's medical professional.

### **Staff Training and Emergency Response**

#### **Response to Anaphylactic Reaction**

Trained Westlake personnel who have volunteered to administer an epinephrine auto-injector, may use epinephrine auto-injectors to provide emergency medical aid to persons suffering, or reasonably believed to be suffering from, an anaphylactic reaction. Westlake will ensure it has the appropriate type of epinephrine auto-injector on each school site (i.e., adult or junior) to meet the needs of its students. Westlake will ensure staff properly store, maintain, and restock the epinephrine auto-injectors as needed.

Westlake will ensure any school personnel who volunteer to administer epinephrine auto-injectors are appropriately trained regarding the storage and emergency use of epinephrine auto-injectors based on the standards developed by the Superintendent of Public Instruction. Adequate training includes the following:

- a. Techniques for recognizing symptoms of anaphylaxis.
- b. Standards and procedures for the storage, restocking, and emergency use of EpiPens.
- c. Emergency follow-up procedures, including calling the emergency 911 telephone number and contacting, if possible, the student's parent(s)/guardian(s) and physician.
- d. Recommendations on the necessity of instruction and certification in cardiopulmonary resuscitation.



- e. Instruction on how to determine whether to use an adult EpiPen or a junior EpiPen, which shall include consideration of a student's grade level or age as a guideline of equivalency for the appropriate student weight determination.
- f. Written materials covering the information required pursuant to the training.

Westlake will distribute an annual notice to all staff describing the request for volunteers who will be trained to administer an epinephrine auto-injector to a person if that person is suffering, or reasonably believed to be suffering from, anaphylaxis. The annual notice shall also describe the training the volunteer will receive.

### **Response to a Diabetic or Hypoglycemic Emergency**

Westlake provides school personnel with voluntary emergency medical training on how to provide emergency medical assistance to students with diabetes suffering from severe hypoglycemia. The volunteer personnel shall provide this emergency care in accordance with standards established herein and the performance instructions set forth by the licensed health care provider of the student. A Westlake employee who does not volunteer or who has not been trained pursuant to this Policy may not be required to provide emergency medical assistance.

Training by a physician, credentialed school nurse, registered nurse, or certificated public health nurse according to the standards established pursuant to this section shall be deemed adequate training. Training established includes the following:

- a. Recognition and treatment of hypoglycemia.
- b. Administration of glucagon.
- c. Basic emergency follow-up procedures, including, but not limited to, calling the emergency 911 telephone number and contacting, if possible, the student's parent(s)/guardian(s) and licensed health care provider.

A Westlake employee shall notify the Principal or designee if the employee administers glucagon pursuant to this Policy.

All materials necessary to administer the glucagon shall be provided by the parent(s)/guardian(s) of the student.

In the case of a student who is able to self-test and monitor their own blood glucose level, upon written request of the parent or guardian, and with authorization of the licensed health care provider of the student, a student with diabetes shall be permitted to test their own blood glucose level and to otherwise provide diabetes self-care in the classroom, in any area of Westlake facilities or Westlake grounds, during any Westlake-related activity, and, upon specific request by a parent or guardian, in a private location.



### **Response to an Opioid Overdose**

Westlake may provide emergency naloxone hydrochloride or another opioid antagonist to school nurses or trained personnel who have volunteered, and school nurses or trained personnel may use naloxone hydrochloride or another opioid antagonist to provide emergency medical aid to persons suffering, or reasonably believed to be suffering, from an opioid overdose. In making this determination, Westlake in collaboration with emergency medical response providers evaluated the emergency medical response time to Westlake schools and whether initiating emergency medical services is an acceptable alternative to naloxone hydrochloride or another opioid antagonist and trained personnel. Volunteers may administer naloxone hydrochloride or another opioid antagonist only by nasal spray or by auto-injector.

Westlake provides school personnel with voluntary emergency medical training on the administration of opioid antagonists to students exhibiting potentially life-threatening symptoms, or reasonably believed to be suffering, from an opioid overdose at school or a school activity. Westlake will ensure staff properly store, maintain, and restock opioid antagonists as needed.

Training shall be provided at no cost during the volunteer's regular working hours and shall include all of the following:

- a. Techniques for recognizing symptoms of an opioid overdose.
- b. Standards and procedures for the storage, restocking, and emergency use of naloxone hydrochloride or another opioid antagonist.
- c. Basic emergency follow-up procedures, including, but not limited to, a requirement for the Principal or designee to call the emergency 911 telephone number and to contact the student's parent(s)/guardian(s).
- d. Recommendations on the necessity of instruction and certification in cardiopulmonary resuscitation.
- e. Written materials covering the information required pursuant to the training, which will be retained by Westlake for reference.

The Principal or designee shall annually distribute a notice to all staff that contains the following information:

- a. A description of the volunteer request stating that the request is for volunteers to be trained to administer naloxone hydrochloride or another opioid antagonist to a person if the person is suffering, or reasonably believed to be suffering, from an opioid overdose.
- b. A description of the training that the volunteer will receive.
- c. The right of an employee to rescind their offer to volunteer for the training.
- d. A statement that no benefit will be granted to or withheld from any individual based on their offer to volunteer and that there will be no retaliation against any individual for rescinding their offer to volunteer, including after receiving training.



### **Storage and Record Keeping**

Designated staff shall keep records of medication administered at the school. All medication will be kept in a secure and appropriate storage location and administered per physician's instructions by appropriately designated staff.

Designated staff shall return all surplus medication to the parent/guardian upon completion of the regimen or prior to summer holidays.

### **Definitions**

1. *"Authorized health care provider"* means an individual who is licensed by the State of California to prescribe medication.
2. *"Authorizing physician and surgeon"* may include, but is not limited to, a physician and surgeon employed by, or contracting with, a local educational agency, a medical director of the local health department, or a local emergency medical services director.
3. *"School nurse"* means an individual who is currently a credentialed and licensed registered nurse employed by the Charter School.
4. *"Other designated Charter School personnel"* means an individual employed by the Charter School who has (1) has voluntarily consented to assist/administer medication to students and (2) may legally assist/administer the medication to students.
5. *"Medication"* includes prescription medication, over-the-counter remedies, nutritional supplements, and herbal remedies. Sunscreen is not considered a medication.
6. *"Opioid antagonist"* means naloxone hydrochloride ("NARCAN") or another drug approved by the federal Food and Drug Administration ("FDA") that, when administered, negates or neutralizes in whole or in part the pharmacological effects of an opioid in the body, and has been approved for the treatment of an opioid overdose.
7. *"Regular school day"* includes during school hours, before- or after-school programs, field trips, extracurricular or co-curricular activities, and camps or other activities that typically involve at least one (1) overnight stay from home.

## **ADMINISTRATION OF MEDICATION STAFF NOTICE**

Pursuant to Education Code Sections 49414.3 and 49414.3, Westlake Charter School, requests staff volunteers to be trained in administration of naloxone hydrochloride or another opioid antagonist for emergency aid and/or an epinephrine auto-injector to a person if the person is suffering, or reasonably believed to be suffering, from anaphylaxis.

### **Naloxone Hydrochloride**

Any employee volunteering to be trained in administration of naloxone hydrochloride or another opioid antagonist for emergency aid shall receive training including all of the following:

- a. Techniques for recognizing symptoms of an opioid overdose.
- b. Standards and procedures for the storage, restocking, and emergency use of naloxone hydrochloride or another opioid antagonist.
- c. Basic emergency followup procedures, including, but not limited to, a requirement for the charter school administrator or, if the administrator is not available, another school staff member to call the emergency 911 telephone number and to contact the pupil's parent or guardian.
- d. Recommendations on the necessity of instruction and certification in cardiopulmonary resuscitation.
- e. Written materials covering the information required by Education Code Section 4914.3.

Any employee volunteering for training consistent with this notice shall retain the right to rescind his or her offer to volunteer at any time, including after receipt of training.

No benefit will be granted to or withheld from any individual based on his or her offer to volunteer and that there will be no retaliation against any individual for rescinding his or her offer to volunteer, including after receiving training.

### **Epinephrine Auto-Injector**

Any employee volunteering to be trained in administration of an epinephrine auto-injector to a person if the person is suffering, or reasonably believed to be suffering, from anaphylaxis shall receive training including all of the following:

- a. Techniques for recognizing symptoms of anaphylaxis.
- b. Standards and procedures for the storage, restocking, and emergency use of epinephrine auto-injectors.
- c. Emergency followup procedures, including calling the emergency 911 telephone number and contacting, if possible, the pupil's parent and physician.

- d. Recommendations on the necessity of instruction and certification in cardiopulmonary resuscitation.
- e. Instruction on how to determine whether to use an adult epinephrine auto-injector or a junior epinephrine auto-injector, which shall include consideration of a pupil's grade level or age as a guideline of equivalency for the appropriate pupil weight determination.
- f. Written materials covering the information required by Education Code Section 4914

**Staff Volunteer Indemnification**

A person trained pursuant to this Notice, who administers naloxone hydrochloride or another opioid antagonist, in good faith and not for compensation, to a person who appears to be experiencing an opioid overdose shall not be subject to professional review, be liable in a civil action, or be subject to criminal prosecution for his or her acts or omissions in administering the naloxone hydrochloride or another opioid antagonist. Each employee who volunteers pursuant to this Notice shall be provided defense and indemnification by Westlake for any and all civil liability.

To volunteer to participate in training for the administration of naloxone hydrochloride and/or an epinephrine auto-injector, please check the respective box below and sign this form. This form shall be retained in the volunteer's personnel file.

I volunteer to be trained in administration of naloxone hydrochloride or another opioid antagonist for emergency aid.

I volunteer to be trained in administration of epinephrine auto-injector to a person if the person is suffering, or reasonably believed to be suffering, from anaphylaxis.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date