

Administration of Student Medications in the Schools

5141.21.

A. Definitions

Administration of medication means one of the following activities: handling, storing, dispensing, or administering a drug in a very proper and efficient manner and using the medication

Authorized prescriber means a physician, dentist, podiatrist, naturopathic and naturopathic

Before-Morning School of Education means a child and program provided and administered

Coach means any person holding a coaching permit who is hired by the Board to coach

Controlled drugs means those drugs as defined in Conn. Gen. Stat. Section 21a-240.

Cumulative Health Record means the cumulative health record of a pupil mandated by

Director means the person responsible for the day-to-day operations of any school

Emancipated student means a student who has reached the age of eighteen or is an

Emergency means an automatic, prefilled, cartridge injector or similar automatic injectable

Equipment means a device or apparatus used in a school for the purpose of providing first

Error means:

(1) the failure to do any of the following as ordered:

- (a) administer a medication to a student;
- (b) administer medication within the time designated by the prescribing
- (c) administer the specific medication prescribed for a student;
- (d) administer the correct dosage of medication;
- (e) administer medication by the proper route;
- (f) administer the medication according to generally accepted standards of

(2) the administration of medication to a student which is not ordered, which is a set

Guardian means a person who has the authority or jurisdiction of guardianship of the person

Intermittent athletic events means the participation, exhibition, skills and transport

Interscholastic athletic events means events between or among schools for the purpose

Investigative means a preliminary investigation with a printed investigation and drug

Licensed athletic trainer means a licensed athletic trainer employed by the school district

Medication means any medicinal preparation, both prescription and non-prescription.

Medication emergency means a life-threatening reaction of a student to a medication.

Medication plan means a documented plan established by the school district, medication

Medication of medicine means the medication which is prescribed for the student the

Nurse means a nurse or practitioner registered with Chapter 378, Conn. Gen. Stat.

Occupational therapist means an occupational therapist employed full time by the Board

Optometrist means a person licensed to provide optometry pursuant to Chapter 380

Reproductive health care means a reproductive health care provider or an instructional aide or

Physical therapist means a physical therapist employed full time by the Board and

Physician means a doctor of medicine of the Connecticut Central Services, medicines to

Podiatrist means an individual licensed in podiatry in Connecticut pursuant to

Principal means the administrator in the school.

Qualified school employee means an employee by a school district, athletic trainer, licensed

Research or study medication means an FDA approved medication being administered

School means any educational facility or program which is under the jurisdiction of the

School nurse means a nurse appointed in accordance with Conn. Gen. Stat. Section 10-

School nurse supervisor means the Board designates by the Board as the supervisor,

School of medicine means a program that receives funds from the State, (b) of 7

Self-administration of medication means the control of the medication by the student at all

Teacher means a person employed full-time by the Board who has met the minimum

B. General Policies on Administration of Medications

(1) Except as provided below, medication by any school personnel, including non-

- (a) the written medication order of an authorized prescriber;
- (b) the written authorization of the student's parent or guardian or eligible student; and

such medication, a parent or guardian for the exchange of information between of

(2) Prescribed medications shall be administered to and taken by only the person for

(3) Except as provided in Sections 26-26c and 26-26d, medication may be administered only by a

(i) a full-time principal, a full-time teacher or a full-time licensed physician in the school who is providing such medication to a student who is unable to self-

administer medication, a condition which is a medical condition of the

(i) a full-time principal, a full-time teacher or a full-time licensed physician in the school who is providing such medication to a student who is unable to self-

(ii) a parent or guardian of the student, or a parent or guardian of the student, or

(iii) the school nurse or a designated plan in possession of self-

(iv) a full-time principal, a full-time teacher or a full-time licensed physician in the school who is providing such medication to a student who is unable to self-

(v) a full-time principal, a full-time teacher or a full-time licensed physician in the school who is providing such medication to a student who is unable to self-

(vi) such medication is transported to school and maintained under the

(vii) a full-time principal, a full-time teacher or a full-time licensed physician in the school who is providing such medication to a student who is unable to self-

(viii) a full-time principal, a full-time teacher or a full-time licensed physician in the school who is providing such medication to a student who is unable to self-

(4) A student diagnosed with asthma who is able to self-administer medication

(i) the written medication order provided in writing and signed by the

(ii) the written authorization from the student's parent, guardian

(iii) the conditions set forth in subsection (b) above have been met, and

(b) the ability of the student to self-administer medication in a way

- (b) if the student has been diagnosed with an allergic condition and is able to self-administer medication, the following conditions shall apply:
 - (i) a nurse or other designated staff member provides a written order for self-administration when the conditions provided to the school nurse;
 - (ii) there is a written authorization from the student's parents/guardian provided to the school nurse, school, and school district administration;
 - (iii) the conditions contain the submission of a letter from the parent, self, the student's parent or guardian, or the student, and authorization from the school board or the Board of Education; and
 - (c) a student with a medically diagnosed life-threatening allergic condition may be permitted to self-administer medication provided the following conditions apply:
 - (i) the parent or guardian of the student has provided a written
 - (ii) a physician or other medical professional has provided a written order for the
- (f) in the event of an emergency, the school nurse or other designated staff member may administer the following medications to the student:
 - (i) the school nurse has determined that a self-administration plan is
 - (ii) the school nurse has provided to the school a copy of the authorized
 - (iii) the parent/guardian has provided the school with a copy of the policy,
 - (iv) the school nurse has provided to the parent/guardian a copy of the administration of
- (g) if the student is a member of the school's athletic team, the following conditions shall apply:
 - (i) there is a written authorization from the student's parents/guardian to
 - (ii) medication is administered only to the student on the field of play or in the
 - (iii) medication is administered only in the presence of the school nurse
 - (iv) the medication may be administered and limited to medication that
 - (v) the parent/guardian shall have received proper training in policy and
- (h) if the student is a member of the school's athletic team, the following conditions shall apply:
 - (i) there is a written authorization from the student's parents/guardians to
 - (ii) a written order for self-administration has been received from the
 - (iii) the principal or other designated staff member has received a written
 - (iv) the principal or other designated staff member has received a written
 - (v) the principal or other designated staff member has received a written
- (i) the director of assigned activities program or education or after-school program,
 - (i) only to a student enrolled in such program; and
 - (ii) in accordance with Section L of this policy.
- (j) if the student is a member of the school's athletic team, the following conditions shall apply:
 - (i) training in administration of medications as part of their basic nursing

(ii) services completed, of a pharmacology course and subsequent

(iii) supervised experience in the administration of medication while

1. Medications may also be administered by a parent or guardian to the parent or guardian's own child on school grounds.

1. Investigational drugs or research or study medications may be administered only by a licensed nurse. For FDA-approved medications being administered according to a study protocol, a copy of the study protocol shall be provided to the school nurse along with the name of the medication to be administered and the acceptable range of dose of such medication to be administered.

C. Diabetic Students

- (1) The Board may prohibit school nurse testing of students who have the written authorization from a physician or an advanced practice registered nurse to have a blood glucose test on school grounds.
- (2) The Board will not restrict the time or location of blood glucose testing by a school nurse, provided that said student is capable of conducting self-testing on school grounds.
- (3) The Board will not require a student to bring a medication kit to school for monitoring blood glucose testing.
- (4) The Board shall purchase or use existing equipment owned by the Board to provide the necessary equipment for such equipment.
- (5) In the absence of availability of the school nurse, the school nurse shall:
 - (a) The student's parent or guardian has provided written authorization;
 - (b) A written order for such administration has been received from the General Practitioner;
 - (c) The school employee is selected by either the school nurse or a physician and is a non-paid employee of a school district; and
 - (d) The employee shall provide general supervision to the selected employee.
 - (e) The selected school employee annually completes an in-person training program for the school nurse and is qualified to administer
 - (f) The selected nurse and school employee both have attested in writing
 - (g) The selected school employee voluntarily agrees to administer

D. Epinephrine for Purposes of Emergency First Aid Without Prior Authorization

- (1) For purposes of this Section, a "regular attendance" means the absence of a student from school for more than three consecutive days.
- (2) The school nurse shall maintain a log for the purpose of emergency administration of epinephrine to students who are not regularly attending school.
- (3) The school nurse, in cooperation with the school nurse, shall determine the appropriate number of epinephrine auto-injectors to be maintained on school grounds.
- (4) The school nurse or school employee shall select personnel (b) to (c) as described in paragraph (2) above, and shall select personnel (b) to (c) as described in paragraph (2) above, and shall select personnel (b) to (c) as described in paragraph (2) above.
- (5) The selected personnel must be selected by the school nurse or school employee.
- (6) The selected personnel must have received training in the administration of epinephrine and must have received training in the administration of epinephrine.
- (7) The selected personnel must have received training in the administration of epinephrine.
- (8) The school nurse or school employee shall select personnel (b) to (c) as described in paragraph (2) above, and shall select personnel (b) to (c) as described in paragraph (2) above.

- (f) All school personnel shall be notified of the identity of qualified school personnel who are trained in the administration of an opioid antagonist.
- (g) Either the school nurse or a person in the presence of the school nurse, at least one of the following shall be present in the school building:
 - (i) The school principal or a substitute with the school nurse supervisor and trained personnel present on the grounds of the school building;
 - (ii) If the school nurse does a substitute school nurse is absent or must be absent for an extended period of time, a designated person shall be responsible for the school building for the purposes of emergency protocol; and
 - (iii) A Board employee who does not have an official designation or title of any kind for the purposes of emergency protocol; and the Board employee

(8) The administration and storage of opioid antagonists pursuant to this policy shall be the responsibility of the school nurse or a designated person.

(9) The parent or guardian of any student may, but not is required to, submit a written refusal to the school nurse or a designated person.

1. The school nurse shall notify selected and trained personnel of the students whose parents or guardians have refused emergency administration of opioid antagonists.
1. The Board shall annually notify parents or guardians of the need to provide such written notice of refusal.

(10) Following the emergency administration of an opioid antagonist by a school nurse or selected and trained personnel as identified in this section:

1. Immediately following the emergency administration of an opioid antagonist by a school nurse or selected and trained personnel as identified in this section, the person administering the opioid antagonist must call 911.

(b) Such emergency administration shall be reported immediately to:

1. The school nurse or school medical advisor, if any, by the personnel who administered the opioid antagonist;
 - (ii) The Superintendent of Schools; and
 - (iii) The student's parent or guardian.

(c) A medication administration record shall be:

1. Created by the school nurse or submitted to the school nurse by the personnel who administered the opioid antagonist, as soon as possible, but no later than the next school day; and
1. filed in or summarized on the student's cumulative health record, in accordance with Section F of this policy.

(11) In the event that any provisions of this Section F conflict with regulations promulgated by the State Board of Education, the Department of Education, or the Department of Health, the provisions of this Section F shall prevail.

F. Documentation and Record Keeping

(1) Each school shall maintain a record of all medication and injection incidents and shall maintain the following information:

- (a) the name of the student;
- (b) the student's state-assigned student identifier (SASID);
- (c) the name of the medication;

- (d) the dosage of the medication;
- (e) the route of the administration, (e.g., oral, topical, inhalant, etc.);
- (f) the frequency of administration;
- (g) the name of the authorized prescriber;
- (h) the date, for initiating or continuing the administration of the medication received at school and verification by the adult delivering the medication to the school;
- (i) the date the medication is to be reordered (if any);
- (j) any student allergies to food and/or medication(s);
- (k) the date and time of each administration or omission, including the (m) the dose or amount of each medication administered;
- (l) the full written or electronic legal signature of the nurse and the authorized prescriber, as a medication work order signed by the prescriber and a witness.

- (2) All records are created that are made by hand shall not be altered, or recorded
- (3) Written orders of authorized prescribers, written authorizations of parents and the school principal shall be in the student's program folder or program folder and be accessible to all staff.
- (4) Authorized prescribers may make telephone orders, which may be made only if a written order is provided to the school.
- (5) Medication administration records will be made available to the Department of Education.
- (a) The complete medication administration record for controlled substances is superseded by a summary on the student health record.
- (b) The complete medication administration record for controlled substances shall be maintained in the student's program folder.
- (6) Only personnel trained in the administration of medication by a school nurse shall administer medication.
- (a) a medication administration record for each student shall be maintained in the student's program folder.
- (b) administration of cartridge injectable medication shall be reported to the school nurse immediately.
- (c) all instances of medication administration, except for the administration of insulin, shall be reported to the school nurse immediately.
- (d) the administration of medication records must be submitted to the school nurse.

G. Errors in Medication Administration

- (1) Whenever an error in medication administration occurs, the following procedures shall apply:
 - (a) the person making the medication administration shall this
 - (b) the principal shall notify the Superintendent or the Superintendent's designee.
- (2) The school nurse shall inform the person making the error shall complete a medication error report.
- (3) An error in the administration of medication shall be reported to the school nurse immediately.
- (4) The same procedures shall apply to the school nurse and the school principal.

H. Medication Emergency Procedures

- (1) Whenever a student has a life-threatening reaction to the administration of any medication, the school nurse shall follow the following procedures:
 - (a) use of the 911 emergency response system;
 - (b) application of appropriate first aid and/or certified person administration of emergency medication in accordance with this policy;
 - (c) contact with a poison control center; and
 - (d) transporting the student to the nearest available emergency medical facility.

(2) If a school nurse is not available in light of the circumstances, the principal shall be authorized to designate another staff member to administer emergency medical services, in accordance with

I. Supervision

(1) The school nurse is responsible for general supervision of administration of

(2) The school nurse's duty of general supervision includes, but is not limited to,

(a) availability on a regularly scheduled basis to:

- (i) review, order, or change in orders and to appropriate these
- (ii) develop a plan and schedule to ensure medications are given
- (iii) provide training to licensed nursing personnel, full-time
- (iv) support and assist other licensed nursing personnel, full or
- (v) provide appropriate follow-up to ensure the administration of
- (vi) provide consultation by telephone or other means of

(b) In addition, the school nurse shall be responsible for:

- (i) implementing policies and procedures regarding the receipt,
- (ii) the inventory on a periodic basis, all documentation pertaining
- (iii) performing observation of the safe use of medications
- (iv) conducting periodic reviews, as needed with licensed staff,

J. Training of School Personnel

(1) Full-time principals, full-time teachers, full-time licensed physical therapists with

(2) Training for full-time principals, full-time teachers, full-time licensed physical or

(a) the general principles of safe administration of medication;

(b) the procedures for storage of medications, including

(c) specific information related to each student's medication plans for

1. The principal(s), teacher(s), licensed athletic trainer(s), licensed physical or occupational therapist(s) employed by the Board, coach(es) and/or school paraeducator(s) who administer epinephrine pursuant to Sections B and D above, shall annually complete the training program developed by the Departments of Education and Public Health and training in cardiopulmonary resuscitation and first aid, as described in Connecticut General Statutes § 10-212g.

1. The principal(s), teacher(s), licensed athletic trainer(s), licensed physical or occupational therapist(s), coach(es) and/or paraeducator(s) who administer opioid antagonists as emergency first aid, pursuant to Section E above, shall annually complete a training program in the

distribution and administration of an opioid antagonist (1) developed by the State Department of Education, Department of Consumer Protection, and Department of Public Health, or (2) under a local agreement, entered into by the Board on July 1, 2022 or thereafter, with a prescriber or pharmacist for the administration of opioid antagonists for the purpose of emergency first aid, which training shall also address the Board's opioid antagonist storage, handling, labeling, recalls, and record keeping.]

1. The Board shall maintain documentation of medication administration training as follows:

- (a) dates of general and student-specific trainings;
- (b) content of the trainings;
- (c) individuals who have successfully completed the current school year;
- (d) names and credentials of the nurse or school medical advisor, if any;
- (e) licensed practical nurses may not conduct training in the administration of

K. Handling, Storage and Disposal of Medications

- (1) All medications are not to be approved for transporting by students for self-administration.
- (2) The nurse shall examine each and every medication, medication order and prescription for accuracy with the school nurse before the medication is administered.
- (3) The school nurse shall review all medication refills with the medication order.
- (4) Emergency Medications
 - (a) Except as otherwise determined by the school's emergency procedures, in the administration of medications, the nurse shall have
 - (b) Emergency medications shall be packed in the way regulated by
- (5) All medications are not to be transported for use by students for self-administration.
- (6) All medications shall be stored in a secure, locked container accessible only to authorized persons.
- (7) All medication in a prescription and non-prescription shall be delivered in a safe
- (8) Medications that are not refrigerated shall be stored in a refrigerator. The
- (9) Medications that are not refrigerated shall be stored in a refrigerator. The
- (10) All unused and unexpired over-the-counter medications shall be removed from
 - (a) controlled drugs shall be destroyed in the presence of at
 - (b) a 2023 of the Regulations of the Connecticut State Agencies, and
 - (c) accidental destruction or loss of controlled drugs must be reported to the State Agencies in 2-1a-2023 of the Regulations of
- (11) Medications to be administered by a coach of intraschool or interscholastic
 - (a) in containers for the exclusive use of holding medications;

- (b) in locations that preserve the integrity of the medication;
 - (c) under the general supervision of the medication licensed athletic trainer or a nurse practitioner or a school nurse; and
 - (d) in a locked, secured cabinet when not under the general supervision of a school nurse.
- (2) Medication shall not be stored in a school store more than a three (3) month supply of a

L. School Readiness Programs and Before or After School Programs

- (1) As determined by the school medical adviser, if any, or the school nurse, the following shall apply to the administration of medication in these programs:
- (a) Administration of medication in these programs shall be in accordance with the policies and procedures of the school.
 - (b) Except as provided by Sections these Programs without:
 - (i) the written order of an authorized prescriber; and
 - (ii) the written authorization of a parent or guardian or the school nurse.
 - (c) A school nurse shall provide consultation to the program regarding services and the use of medication in these programs.
 - (d) Only school nurse, directors and directors' designees shall administer medication in these programs.
 - (e) Students attending these programs may be permitted to self-administer medication if the medication is used for a chronic condition.
 - (f) In the absence of the school nurse during a program, a school nurse or a director or director's designee shall administer medication in these programs.
 - (g) Cartridge injector medication may be administered by a school nurse or a director or director's designee to protect the student against serious harm or
- (2) A poison control center information shall be readily available at these programs.
- (3) Procedures for medication emergencies for medication orders as mentioned in this section shall be established and maintained in accordance with the policies and procedures of the school.
- (4) Training for director or director's designee shall be provided in accordance with the policies and procedures of the school.
- (5) All medications must be handled and stored in accordance with Section 10-212a of the Connecticut General Statutes.
- (6) Documentation of medication administration shall be maintained on:
- (a) a medication administration record for each student shall be maintained in the school;
 - (b) administration of a cartridge injector medication shall be documented in the school;
 - (c) all instances of medication administration, except for self-administration, shall be documented in the school;
 - (d) the administration of medication record must be submitted to the school nurse or director or director's designee at the end of each school year and submitted to the school nurse or director or director's designee at the end of each school year.
- (7) The procedures for the administration of medication shall be readily available to the school nurse or director or director's designee.

M. Review and Revision of Policy

In accordance with the provisions of Conn. Gen. Stat. Section 10-212a (b) (2) and Section 10-212a-1, the school shall review and revise the policy and procedures of this section at least once every three years.

Legal References:

- Connecticut General Statutes:
 C.G.S. § 10-212a
 C.G.S. § 10-212a-1
 C.G.S. § 10-212c

Section 10-212g
Section 10-220j
Section 14-276b
Section 19a-900
Section 21a-240
Section 21a-286
Section 52-557b

Regulations of Conn. State Agencies:
Sections 10-212a-1 through 10-212a-10, inclusive

Memorandum of Decision, In Re: Declaratory Ruling/Delegation by Licensed Nurses (April 5, 1995)

Strategic Administration of Out-of-State Defendants in Schools Guideline for Local and Regional

Adopted: December 18, 2018
Amended: December 5, 2023
Amended: January 7, 2025
Amended: March 17, 2026

Approved: March 17, 2026

Previous Policy Number: ID2.5