



ADMINISTRATION OF MEDICATION POLICY

Ocean Charter School (“OCS” or the “Charter School”) staff is responsible for overseeing the administration of medication to pupils attending OCS during regular school hours, including before- or after-school programs, field trips, extracurricular or co-curricular activities, and camps or other activities that typically involve at least one overnight stay from home. It is important that practices followed in the administration of medication be carefully delineated to ensure the safety of our pupils and the legal protection of our employees.

General Guidelines for Administering Medication:

- The primary responsibility for identifying the particular procedures to be used in administering medication to a given student rests with the parent/guardian, pupil, and medical professional.
- Medication shall be administered during school hours only if determined by a physician to be necessary.
- In order for a pupil to be assisted by designated OCS health personnel in administering medication, OCS shall obtain both a written statement from the physician and surgeon or physician assistant detailing the name of the medication, method, amount, and time schedules by which the medication is to be taken and a written statement from the parent, foster parent, or guardian of the pupil indicating the desire that OCS assist the pupil in the matters set forth in the statement of the physician and surgeon or physician assistant.
- Designated staff shall keep records of medication administered at OCS.
- 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 extended holidays.
- Designated staff shall establish emergency procedures for specific medical conditions that require an immediate response (i.e. allergies, asthma, diabetes).
- The written statements specified in this policy shall be provided at least annually and more frequently if the medication, dosage, frequency of administration, or reason for administration changes.

Administration of Epinephrine or Inhaled Asthma Medication Per Doctor’s Order

Any pupil who is required to take, during the regular school day, medication prescribed for him or her by a physician and surgeon, or ordered for him or her by a physician assistant practicing in compliance with Chapter 7/7 (commencing with Section 3500) of Division 2 of the Business and Professions Code, may be assisted by the designated OCS health personnel or may carry and self-administer prescription auto-injectable epinephrine or inhaled asthma medication if OCS receives the appropriate written statements as follows:



1. Each year, OCS arranges for all OCS employees to receive instruction on administration of Epinephrine and Inhaled Asthma Medication. For parents to allow their children to carry and self-administer prescription auto-injectable epinephrine or inhaled asthma medication, OCS shall obtain both a written statement from the physician and surgeon or physician assistant detailing the name of the medication, method, amount, and time schedules by which the medication is to be taken, and confirming that the pupil is able to self-administer auto-injectable epinephrine or inhaled asthma medication, and a written statement from the parent, foster parent, or guardian of the pupil consenting to the self-administration, providing a release for the designated OCS health personnel to consult with the health care provider of the pupil regarding any questions that may arise with regard to the medication, and releasing OCS and school personnel from civil liability if the self-administering pupil suffers an adverse reaction as a result of self-administering medication.
2. Additionally, trained personnel who have volunteered may use epinephrine auto-injectors to provide emergency medical aid to persons suffering, or reasonably believed to be suffering from, an anaphylactic reaction. OCS will ensure it has the appropriate type of epinephrine auto-injector on site (i.e., regular or junior) to meet the needs of its pupils. OCS will ensure staff properly store, maintain, and restock the epinephrine auto-injectors as needed.
3. OCS will ensure any school personnel who volunteer are appropriately trained regarding the storage and emergency use of epinephrine auto-injectors based on the standards developed by the Superintendent of Public Instruction. OCS 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.
4. A pupil may be subject to disciplinary action if that pupil uses auto-injectable epinephrine or inhaled asthma medication in a manner other than as prescribed.

Response to Diabetic or Hypoglycemic Emergency

OCS provides school personnel with voluntary emergency medical training to provide emergency medical assistance to pupils with diabetes suffering from severe hypoglycemia, and 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 pupil. A school 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 established shall include all of the following:

- Recognition and treatment of hypoglycemia.
- Administration of glucagon.
- Basic emergency follow-up procedures, including, but not limited to, calling the emergency 911 telephone number and contacting, if possible, the pupil's parent or guardian and licensed health care provider.
- Training by a registered nurse, or certificated public health nurse according to the standards established pursuant to this section shall be deemed adequate training.
- A school employee shall notify the Executive Director if he or she administers glucagon pursuant to this Policy.
- All materials necessary to administer the glucagon shall be provided by the parent or guardian of the pupil.
- In the case of a pupil who is able to self-test and monitor his or her blood glucose level, upon written request of the parent or guardian, and with authorization of the licensed health care provider of the pupil, a pupil with diabetes shall be permitted to test his or her blood glucose level and to otherwise provide diabetes self-care in the classroom, in any area of the school or school grounds, during any school-related activity, and, upon specific request by a parent or guardian, in a private location.

Any pupil requiring insulin shots must establish a plan for administration of insulin shots with the Executive Director in consultation with the parent or guardian and the pupil's medical professional

Response to Seizures

OCS provides school personnel with voluntary emergency medical training to provide emergency medical assistance to pupils with seizure disorder, and 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 pupil. A school 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 established shall include all of the following:

- Recognition and treatment of seizures.
- Administration of Diastat.
- Basic emergency follow-up procedures, including, but not limited to, calling the emergency 911 telephone number and contacting, if possible, the pupil's parent or guardian and licensed health care provider.
- Training by a registered nurse, or certificated public health nurse according to the standards established pursuant to this section shall be deemed adequate training.
- A school employee shall notify the Executive Director if he or she administers Diastat pursuant to this Policy.

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- All materials necessary to administer the Diastat shall be provided by the parent or guardian of the pupil.