

## EMERGENCY MEDICATION IN SCHOOLS

It is the policy of the District to obtain from a physician employed or authorized by the state Department of Health (DOH), and stock in each school at least two (2) doses of auto-injectable epinephrine or albuterol (or other inhaled bronchodilator) [a short acting bronchodilator agent (SABA)] (“stock emergency medication”), or as recommended by the DOH. Stock epinephrine is to be administered by a school nurse or employee of the school who is authorized and trained in the administration of epinephrine to any student believed to be having an anaphylactic reaction on school premises, during the academic day. The stock short acting bronchodilator agent is to be administered by a PED licensed school nurse trained in the administration of albuterol to any student believed to be having severe respiratory distress on school premises, during school operating hours. to be administered by a school nurse or employee of the school as set forth below. Stock emergency medication is to be administered, in accordance with this policy and any related regulation, to a student believed to be having an anaphylactic reaction or respiratory distress on school premises during school operating hours.

Stock emergency medication is not intended to replace patient specific prescribed medications of epinephrine or albuterol. epinephrine or albuterol prescribed to students with severe allergies or respiratory distress. Epinephrine or albuterol should be prescribed for such students, as appropriate, and the students placed on an Emergency Action Plan, Individual Health Care Plan, or Section 504 Plan.

Such stock emergency medications shall be maintained in a Class D Medication Storage Area in each school, and disposed of, in a manner compliant with New Mexico Board of Pharmacy regulations.

### Administration of Stock Emergency Medication

#### Albuterol:

- only a PED licensed school nurse, who has completed the requisite training, will administer inhaled albuterol on an emergency basis;
- if no school nurse is available, immediately call 911;
- inhaled stock albuterol will be given for treatment of respiratory distress only when the student is experiencing respiratory distress, per criteria covered in training, and where the student does not have medication available; stock albuterol may be administered to students who have not previously been diagnosed with conditions leading to respiratory distress and students who have a history of respiratory disease but do not have medication at school;
- when stock albuterol is used, 911 will be called immediately to activate the emergency response system;
- after administration of albuterol, the student’s condition will be continuously monitored, and any additional treatment indicated will be given until an emergency medical system responder arrives;
- as soon as practicable, the parent, guardian, or legal custodian of the student having respiratory distress will be notified by phone or in accordance with contact information on file at the school;
- a log will be kept of when albuterol is used and the outcome of the student; these logs will be securely maintained in the school health office at least five years per legislation regulation for

**record retention**; logs will be available for review upon request, in accordance with applicable federal and state privacy laws; logs will be maintained by the school nurse in either electronic or hard copy; and

- an adverse events form will be completed when albuterol is administered on an emergency basis; the form will be submitted within three working days to the regional school health advocate or the regional health officer; adverse events forms will be maintained by the DOH for a minimum of five years.

#### Use of epinephrine:

- school personnel, including non-licensed personnel, who have completed the requisite training, may administer epinephrine on an emergency basis;
- epinephrine will be given for treatment of severe anaphylactic reactions only when the student is experiencing signs of anaphylaxis, per criteria covered in training, and where student does not have medication available; this includes students who have not previously been diagnosed with conditions leading to anaphylaxis and students who have a history of anaphylaxis and who do not have medication at school;
- each school that receives a stock supply of standard-dose and pediatric-dose epinephrine auto-injectors shall:
  - develop and implement a plan to have one or more trained personnel on the school premises during operating hours, which includes class time and after school activities; and
  - follow an anaphylactic reaction prevention protocol, as recommended by the DOH, to minimize an allergic student's exposure to food allergies.
- when stock epinephrine is used, 911 will be called immediately to activate the emergency response system;
- after administration of epinephrine, the student's condition will be continuously monitored and any additional treatment indicated will be given until an emergency medical system responder arrives;
- as soon as practicable, the parent, guardian, or legal custodian of the student will be notified by phone or in accordance with contact information on file at the school;
- a log will be kept of when epinephrine is used and the outcome of the student; these logs will be securely maintained in the school health office **at least five years per legislation regulation for record retention**; logs will be available for review upon request, in accordance with federal and state privacy laws; logs will be maintained by the school nurse in either electronic or hard copy;
- an adverse events form will be completed when epinephrine is administered on an emergency basis; the form will be submitted within three working days to the regional school health advocate or the regional health officer; adverse events form will be maintained by the DOH for a minimum of five years.

#### **Training**

The District will maintain and administer stock emergency medications in accordance with DOH rules and recommendations, and according to the following guidelines:

Use of albuterol:

- PED licensed school nurses will complete training on administering albuterol which has been reviewed and approved by the DOH;
- current school nurses will complete the training at a minimum of one time and as determined by the DOH; new school nurses will complete the training as part of their orientation process, and then as determined by the DOH; and
- refresher trainings on albuterol may be recommended by the DOH, at a minimum of every five years.

Use of epinephrine:

- school personnel, including non-licensed personnel, will complete training on administering epinephrine that is reviewed and approved by the DOH;
- current school nurses will complete the training one time and new school nurses will complete the training as part of their orientation process;
- non-licensed personnel will complete the training annually; and
- refresher trainings on epinephrine for PED licensed school nurses may be recommended by the DOH, at a minimum of every five years.
- Training will be documented and a training log will be kept at each school in the school health office for a minimum of five years. Training records may be maintained electronically or in hard copy.

**Procurement and Maintenance of Stock Emergency Medications**

The Board or a school may accept gifts, grants, bequests, or donations for the procurement of albuterol aerosol canisters and spacers or epinephrine auto-injectors or of epinephrine or albuterol, or such other medication as the DOH deems appropriate, from a manufacturer or wholesaler of such medication. Such donations can be accepted if the medications are not expired and have been maintained properly. The District may also buy prescribed medications directly from pharmacies after obtaining a standing order from a DOH authorized physician.

The District or a school must keep a record of any grants, gifts, bequests, or donations. Such record is to be held for three years and can be inspected by Board of Pharmacy, DOH personnel, and school administrative personnel upon request. The records will be kept in the school health office by the school nurse, either electronically or in hard copy.

Stock emergency medications will be replenished as medications are used according to the procedure in 7.30.12.8 NMAC, and stock emergency medications will be properly checked to verify that medications are not expired. Expired emergency medication shall be disposed of in accordance with Board of Pharmacy regulations. The school nurse will be responsible for proper disposal of expired stock emergency medications, using a consulting pharmacist, and as directed by the Board of Pharmacy.

Adopted: \_\_\_\_\_, 2023

LEGAL REF.:

22-5-4.3 NMSA

22-33-1 NMSA

24-31-1 NMSA

7.30.12 NMAC

CROSS REF.:

EBC-RC – Emergencies (First Aid)

JLCD – Administering Medication to Students