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TAN highlight indicates conforming/editorial changes



## DISTRICT ADMINISTRATIVE RULE

### JGCD-R Medication

~~10/15/20~~ **x/x/24**

1 **RATIONALE/OBJECTIVE:**

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3 The Cobb County School District (District) recognizes concerns for the welfare of students from  
4 their entry on a school bus or school property to their return to the bus stop or when they leave  
5 school property as well as during all school-related activities. Therefore, the District takes  
6 measures to provide monitoring, storage and administration of medication to students with  
7 medical conditions. Medication is dispensed by a licensed nurse (School Nurse) or other  
8 employees who have successfully completed clinic orientation training provided by the District's  
9 Consulting Nurses or school employees trained and authorized by the District's county-wide  
10 Special Education Nurses (Trained Personnel).

11  
12 **RULE:**

13  
14 Medication shall be maintained and dispensed in accordance with the following provisions and  
15 Form JGCD-1 (School Nursing/Clinic Procedures):

16  
17 **A. TRANSPORTATION OF MEDICATION:**

- 18 1. Controlled substances may not be transported to school or returned home by U.S. mail or  
19 other delivery service.  
20 2. A parent, guardian, or designated adult is responsible for transporting prescription  
21 medication to and from school in the original container and completing appropriate school  
22 clinic forms except as provided in Section D below.  
23 3. School employees and/or bus drivers should not assume responsibility for transporting  
24 medication except during school sponsored activities, such as field trips, or as may be  
25 required for emergency administration while a student is a passenger on District  
26 transportation.  
27 4. A parent/guardian is responsible for transporting medications and completed authorization  
28 forms to alternative learning sites, such as **as the** Alternative Education Program.

29  
30 **B. LABELING/IDENTIFICATION:**

- 31 1. Medication sent in an unlabeled container will not be given.  
32 2. Prescription Medication shall be sent to school in the original pharmacy container labeled  
33 as required in Form JGCD-1.  
34 3. **Over-the Counter (OTC) Medication** shall be sent to school in the original  
35 manufacturer's container. The manufacturer's label must include information as required in  
36 Form JGCD-1.  
37 a. **Elementary and Middle School:**  
38 The original container must be stored in the clinic, unless the OTC medication is  
39 specifically allowed to be carried on the student's person as provided in Section C,  
40 below.  
41 b. **High School:**

- 42 High school students may carry OTC medication on their persons for their personal use.  
43 4. Enzymes shall be sent to school in the original pharmacy container or manufacturer's  
44 container with information as required in Form JGCD-1.  
45

46 **C. MEDICATION STORAGE:**

47 **All Except as provided in Section B.3., all** medications are required to be stored in the  
48 clinic and should be kept in a locked cabinet within a secured area with access limited to  
49 authorized personnel at all times.

50 Exceptions are:

- 51 1. Prescribed asthma medication;
- 52 2. Prescribed epinephrine auto injectors;
- 53 3. Prescribed diabetic medication;
- 54 4. Naloxone;

55 5. **Elementary and Middle School Students:**

56 The following are (OTC) medications which elementary/middle school students may  
57 transport and carry with parent permission for their own personal use Form JGCD-7  
58 (Authorization to Carry Over-the-Counter Medication):

59 a. **Elementary School Students:**

60 Cough and throat lozenges.

61 b. **Middle School Students:**

- 62 (1) Acetaminophen (generic) and its various brand names, i.e., Tylenol;
- 63 (2) Antacids;
- 64 (3) Aspirin;
- 65 (4) Cough and throat lozenges;
- 66 (5) Ibuprofen (generic) and its various brand names, i.e., Motrin, Advil;
- 67 (6) Midol; and
- 68 (7) Oral antihistamines.

69 c. All other (OTC) medications not listed must be stored in the clinic and administered by  
70 Trained Personnel. (See Section D and Form JGCD-2 (Authorization to Give  
71 Medication). This includes nicotine replacement therapies as identified in Form JGCD-1.

72 6. **High School Students:**

73 High school students may transport and carry any (OTC) medications.  
74

75 **D. MEDICATION ADMINISTRATION DURING THE SCHOOL DAY:**

- 76 1. Expired medication will not be administered.
- 77 2. Written permission from the parent/guardian is required in order for School Nurses or  
78 Trained Personnel to administer each medication to the student (Form JGCD-2).

79 3. **General Provisions:**

- 80 a. Medications, including OTC medications (i.e. Tylenol, Advil, antibiotic ointments,  
81 calamine lotion, cough drops, etc.) will not be supplied by the school or school  
82 employees.
- 83 b. It is suggested that the first dose of a new medication should be administered at home  
84 prior to the child coming to school.
- 85 c. Only medications that have a required dose or that may be required during school  
86 hours will be stored and administered.
- 87 d. Changes in dosage or time of assistance with the administration of medication are only  
88 permitted with written authorization from:  
89 (1) Over-the-Counter: The parent/legal guardian.  
90 (2) Prescription: Both the parent/legal guardian and the licensed health care  
91 provider.
- 92 e. Parents/legal guardians shall be notified when medication is running low.

93 4. **Prescription Medication:**

94 A prescription from a health care provider legally authorized to prescribe medication in  
95 Georgia is required for all prescription medication. A health care provider can be any  
96 person, agency, department, or other entity that is legally authorized to provide health  
97 care services (Legal Prescriber).

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- a. The written instructions of the pharmacy label for dosage and administration times will be followed. A new container must be provided for changes in dose or administration time.
  - b. Students who are new to the District and bring in prescription medications ordered by legal prescribers from states other than Georgia will be allowed thirty days to obtain new prescriptions from a health care provider licensed to prescribe medication in Georgia.
  - c. Medication samples must have a written prescription or Legal Prescriber's written order or note bearing the student's name.
5. **Over-the-Counter (OTC) Medications:**
- a. May not be administered in doses that exceed established amounts for age or weight as printed on the manufacturer's label.
  - b. OTC medications will only be given for a maximum of ten consecutive school days.
  - c. Switching to another variation of an OTC medication for treatment of the same symptom will not extend the ten-day limit.
6. **Administration of Medication:**
- Only School Nurses or Trained Personnel should provide medication administration or assistance with administration of medication, except as provided below.
- a. Students should not assist in the administration of any medication nor assist in the clinic under any circumstances. See Form JGCD-1 (School Nursing/Clinic Procedures) for specific prohibitions.
  - b. A student, with the approval of their Legal Prescriber and parent/guardian (Form JGCD-10 [Authorization to Carry Prescription Medication]), may carry and self-administer the following prescription medications:
    - (1) Asthma medication;
    - (2) Epinephrine auto injector; or
    - (3) Diabetic medication.
  - c. Elementary/Middle School students may transport and carry certain specified OTC medication with parent/guardian permission. (See Section C and Form JGCD-7 [Authorization to Carry Over-the-Counter Medication].) OTC medications not listed in Section C must be stored in the clinic and administered by Trained Personnel.
  - d. Generally, only nursing personnel are permitted to administer injectable medication. However, epinephrine auto injector(s) may be administered by the student with Legal Prescriber and parent/guardian consent as addressed herein.
    - (1) In the absence of a School Nurse, and in accordance with the request of a parent/guardian and **per** the student's diabetes medical management plan, trained diabetes personnel (pursuant to O.C.G.A. § 20-2-779) may administer glucagon, administer insulin, or assist a student in administering insulin through the student's insulin delivery system.
    - (2) **In accordance with a request of a parent/guardian of a student being treated for epilepsy or seizure disorder and the reviewed submission of such student's seizure action plan (SAP), a school nurse or, in the absence of a school nurse, trained SAP personnel shall be onsite at each school where a student with an SAP is enrolled and shall be available during regular school hours to provide support and services to the student in accordance with the student's SAP. In the event that a school nurse or trained SAP personnel are unavailable to provide such support and services, other school personnel shall be authorized to commence emergency procedures, including, but not limited to, contacting 911 emergency services.**
7. **Off-Label Medication:** Requests to administer off-label medication to students will be reviewed on a case by case basis.
8. **Experimental Medication:** Requests to administer experimental medication to students will be reviewed on a case by case basis.
9. **Supplements:** Over-the-counter diet pills, vitamins, and dietary supplements, including but not limited to minerals, herbals, homeopathic medications, or any alternative

154 medications, including any such medications or supplements that are non-FDA approved,  
155 will not be given.

156 **10. Enzymes:**

157 Enzymes will be administered during the school day upon receipt of a physician's order.  
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159 **E. MEDICATION ADMINISTRATION OUTSIDE REGULAR SCHOOL HOURS AND/OR OFF**  
160 **CAMPUS:**

161 1. All medications must, unless there is a specific exception noted in this Rule, comply with  
162 all other District Rules concerning medication.

163 2. **After School Program (ASP):**

164 a. The Principal, with input from the School Nurse, and the After School Program Director,  
165 will determine by whom and how medication will be secured and administered.

166 b. The parent/guardian shall supply the school with a separate labeled prescription bottle  
167 specifically for ASP.

168 c. All medication is to be brought to ASP directly by a parent/guardian or a school staff  
169 member except for those medications listed in Section C. above. The ASP Director  
170 must be notified if a student is allowed to carry and self-administer medication.  
171 Appropriate paperwork must be completed. Refer to Form JGCD-1 (School  
172 Nursing/Clinic Procedures) for specifics.

173 3. **School Sponsored Activities, such as Field Trips:**

174 a. **Restrictions:**

175 The Office of the Secretary of State has advised the District that:

176 (1) Only Registered Nurses (RNs) may serve in their professional role as a nurse when  
177 accompanying field trips traveling to a destination out of state; and

178 (2) RN's accompanying trips traveling outside the State of Georgia must adhere to the  
179 laws governing nursing in the state(s) traveled through and to.

180 b. The Principal, with input from the School Nurse, and the teacher sponsoring the field  
181 trip will designate the school employee (Principal's Designee) who will administer  
182 medication during the field trip.

183 c. Student information shall be provided by the teacher and Trained Personnel as required  
184 in Form JGCD-1.  
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186 **F. MEDICATION DISTRIBUTION PROHIBITIONS:**

187 Students may not share, sell, distribute, or possess with the intent to distribute any  
188 medication. Students allowing another person to use their medications:

189 1. Will be subject to the consequences specified in the District Codes of Conduct.

190 2. May have the privilege of carrying their medication revoked.  
191

192 **G. SPECIAL EXCEPTIONS FOR MEDICATIONS:**

193 1. In limited circumstances and for specific medications, the District recognizes exceptions to  
194 the provisions of this rule. Required paperwork for each exception listed below must be  
195 completed by the parent/guardian. Refer to Form JGCD-1 (School Nursing/Clinic  
196 Procedures) for specifics.

197 a. Diabetic medication;

198 b. Epinephrine Auto Injector (i.e., Epipens)/Oral Antihistamines;

199 c. Asthma Medication;

200 d. Emergency Seizure Medications (including but not limited to Diastat/Diazepam Rectal  
201 Gel or Versed/Midazolam, Solucortef, etc.).

202 2. Pursuant to Georgia Law, nurses or other school employees are authorized to administer

203 a. Naloxone in the school setting, if available, to any individual who is having an actual or  
204 perceived opioid-related overdose, regardless of whether the individual has a  
205 prescription for naloxone. Any school employee who in good faith administers or  
206 chooses not to administer naloxone to an individual in such circumstances shall be  
207 immune from civil liability.

208 b. Epinephrine Auto Injector (i.e., Epipens) in the school setting, if available, to any  
209 individual experiencing an anaphylactic reaction. Any school employee who in good  
210 faith administers or chooses not to administer epinephrine auto injector (i.e., Epipens)

211 to an individual in such circumstances shall be immune from civil liability **for any act**  
212 **or omission to act related to the administration of epinephrine, except that**  
213 **such immunity shall not apply to an act of willful or wanton misconduct.**

- 214 c. Asthma Medication (Albuterol/Levalbuterol) in the school setting, if available, to any  
215 individual who is believed in good faith to be experiencing respiratory distress. Any  
216 school employee who in good faith administers or chooses not to administer asthma  
217 medication to an individual in such circumstances shall be immune from civil liability  
218 **for any act or omission to act related to the administration of levalbuterol**  
219 **sulfate, except that such immunity shall not apply to an act of willful or**  
220 **wanton misconduct.**
- 221 d. **Seizure Medication (Diastat, Nayzilam, Valtoco, etc.) in the school setting, if**  
222 **available, to any individual who is believed in good faith to be experiencing**  
223 **respiratory distress. No nurse or school employee shall be liable for civil**  
224 **damages or school disciplinary policies as a result of these activities**  
225 **authorized or required by Georgia law when such acts are committed as an**  
226 **ordinarily reasonably prudent nurse or school employee would have acted**  
227 **under the same or similar circumstances. Any school employee who in good**  
228 **faith administers or chooses not to administer seizure medication to an**  
229 **individual in such circumstances shall be immune from civil liability.**

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231 **H. MEDICATION ADMINISTRATION PURSUANT TO INDIVIDUAL HEALTH PLAN (IHP) OR**  
232 **SPECIFIC MEDICAL ORDER:**

- 233 1. Medication administration for students that are not able to administer their own medication  
234 due to capacity, age, medical, or other disability-related reasons should adhere to the  
235 procedures contained in Section VIII of Form JGCD-1 (School Nursing/Clinic Procedures).  
236 2. Students with an IHP or other specific medical order provided by a licensed medical doctor  
237 may require exceptions with respect to the requirements of this Rule. Any such exception  
238 should be documented utilizing the required District forms.  
239 3. Documentation of student medication protocol that falls within a recognized and properly  
240 documented exception to this rule, should further be specifically documented within a  
241 student's IHP, IEP and/or 504 plan as applicable and appropriate.  
242

243 **I. MEDICATION DISPOSAL:**

- 244 1. Any unused portion of a medication shall be destroyed if not personally collected by the  
245 parent/guardian:  
246 a. Within one week after:  
247 (1) Expiration of the Legal Prescriber's order; or  
248 (2) Discontinuation of the medication.  
249 b. By the end of the last day of school prior to summer vacation.  
250 2. The school should not be responsible for storing any medication or health care equipment  
251 over summer vacation.  
252 3. The School Nurse or Trained Personnel shall dispose of the medication and keep a record  
253 of all disposed medication as required in Form JGCD-1 (School Nursing/Clinic Procedures).  
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255 **J. MEDICATION ERRORS:**

256 See Form JGCD-1 (School Nursing/Clinic Procedures).  
257

258 **K. MISSING CONTROLLED SUBSTANCES GUIDELINES:**

259 See Form JGCD-1 (School Nursing/Clinic Procedures).  
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261 **L. DEFINITIONS:**

262 See Form JGCD-1 (School Nursing/Clinic Procedures).  
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265 Adopted: 9/23/04

266 Revised: 6/1/05; 7/1/06; 12/14/06; 3/14/07; 8/13/08; 1/18/12

267 Revised and re-coded: 1/7/13 (Previously coded as Administrative Rule JLCD)

268	Revised: 4/17/13; 9/19/19; 10/15/20; <del>x/x/24</del>	
269		
270	Legal Reference	
271	O.C.G.A. 20-2-774	Self administration of asthma medication
272	O.C.G.A. 20-2-776	Auto-injectable epinephrine defined; requirements for student retention of medication; liability of school system
273		
274	O.C.G.A. 20-2-776.1	Administration of <del>auto-injectable</del> <b>auto-injectable</b> epinephrine by school personnel
275	O.C.G.A. 20-2-779	Care of students with diabetes
276	<b><u>O.C.G.A. 20-2-779.3</u></b>	<b><u>Seizure action plan; form; liability</u></b>
277	O.C.G.A. 16-13-73	Labeling prescription containers of dangerous drugs
278	O.C.G.A. 16-13-75	Drugs to be kept in original container
279	O.C.G.A. 31-1-10	State health officer; duties
280	O.C.G.A. § 26-4-116.2	Authority of licensed health practitioners to prescribe opioid antagonists; immunity from liability
281		