

** Reviewed and updated on Feb. 1, 2019*

MEDICATION POLICY

Immaculate Heart Academy has developed this policy in accordance with current New Jersey law and regulations updated through Public Law 2007, Chapter 140, Public Law 2015 Chapter 13 and J.R. 9 (Title 18A) Title 18 Chapter 40. This policy shall remain subject to any changes in these laws or any guidelines established by New Jersey Department of Education applicable to non-public schools.

ORAL or INHALED MEDICATIONS

Immaculate Heart Academy's policy is to provide for the administration of oral medications by the nurse. In *rare* circumstances Acetaminophen and Ibuprofen may be administered by delegation to trained staff/ faculty members in the event of the nurse's absence. These are the only oral medications the delegates may administer. The nurse and/or the school physician will train delegates. The names of the trained delegates will be available on the school's website and in the main office. No medications will be administered on field trips. The school's medication form must be completed in full and signed by the student's health care professional and parent/guardian.

Self-Administration of metered dose inhalers

Immaculate Heart Academy's policy is to allow students to carry & self-administer inhalers if the following conditions are met:

The student's health care professional must certify in writing that the student has been diagnosed with asthma, another potentially life-threatening condition or is subject to a life-threatening allergic reaction and provide written orders for the administration of the medication.

The student's parent/guardian must provide written authorization for the administration of the medication ordered by the health care professional. The parent/guardian must also sign a statement on the medication form provided by

IHA that acknowledges all individuals involved shall have no liability as a result of any injury or condition resulting from the administration of the inhaled medication ordered by the health care professional or the implementation of this policy. The parent/guardian shall also indemnify and hold harmless all individuals, organizations and agents involved against any claims arising out of the administration of the ordered medication or the implementation of this policy. It is the responsibility of the parent/guardian to provide the medication in the original pharmacy container with a current valid date for use. When/if the use date on the medication expires, the parent/guardian will replace the medication with a new one with a valid use date.

A new written order is required for each academic year. The completed IHA medication order form should be brought to the health office on the first day of school each September.

PARENTERAL (INJECTABLE) MEDICATIONS

Administration by Nurse

Immaculate Heart Academy's policy is to provide for the administration of injectable medication by the nurse provided all requirements of the policy have been met. Some of those medications are ***insulin, glucagon, and epinephrine via pre-filled auto-injector.***

The student's parent/guardian must provide written authorization for the administration of the medication ordered by the health care professional. In addition, the parent/guardian must sign a statement on the form provided by Immaculate Heart Academy acknowledging he/she has read, understands and accepts the school's policy. The parent/guardian must also sign a statement on the medication form provided by IHA that acknowledges all individuals involved shall have no liability as a result of any injury or condition resulting from the administration of the injectable medication ordered by the health care professional

or the implementation of this policy. The parent/guardian shall also indemnify and hold harmless all individuals, organizations and agents involved against any claims arising out of the administration of the ordered medication or the implementation of this policy.

It is the responsibility of the parent/guardian to provide the medication in the original pharmacy container with a current valid date for use. If the medication ordered is epinephrine it must be ordered and provided in a single dose pre-filled auto-injector mechanism. If the health care professional indicates by written order that a second dose is appropriate after a set period of time from the first administered dose, a second single dose pre-filled auto injector mechanism of epinephrine must be provided by the parent/guardian. *Twinject auto mechanisms are not accepted under this policy.* When/if the use date on the medication expires, the parent/guardian will replace the medication with a new one with a valid use date.

A new written order is required for each academic year. The completed IHA medication order form should be brought to the health office on the first day of school each September.

Inhalers and primary and/or secondary single dose pre-filled auto-injector mechanisms of epinephrine will be kept in an unlocked file drawer of the bookcase in the outer room of the health office.

Administration of EPINEPHRINE by Nurse, Parent, Student or Trained

Delegate(s)

It is the policy of Immaculate Heart Academy to apply New Jersey Public Law 2007 Chapter 57 and Public Law 2015 Chapter 13 by providing for the **emergency administration of epinephrine** via a **pre-filled single dose auto-injector mechanism** auto-injector mechanism by the nurse, parent, student or trained delegate(s). to any student displaying symptoms of an anaphylactic reaction. Twinject auto injectors are discouraged under this policy. All conditions detailed in

the preceding section on administration of parenteral medications apply and are part of the school's medication policy.

Administration of Glucagon by Nurse, Parent or Trained Delegate(s)

It is the policy of Immaculate Heart Academy in regard to New Jersey Statute 18A Chapter 40 to provide for the administration of Glucagon by the nurse or the parent only. **Immaculate Heart Academy as a non-public school provides no provision for the administration of Glucagon by a trained delegate.**

Self-Administration of Epinephrine by Student

In order for a student to self-administer epinephrine, her health care professional, on a self-administration form provided by IHA, must certify in writing that the student has been diagnosed with asthma, another potentially life-threatening condition or is subject to a life-threatening allergic reaction and provide written orders for the emergency administration of epinephrine via a single dose pre-filled auto-injector mechanism. The health care professional must further certify in writing that the student has been instructed by him/her in the appropriate administration of the medication and is capable & authorized for self-administration of epinephrine via pre-filled auto-injector mechanism.

The student's parent/guardian must provide written authorization for the administration of the medication ordered by the health care professional. In addition, the parent/guardian must sign a statement on the form provided by Immaculate Heart Academy acknowledging he/she has read, understands and accepts the school's policy. The parent/guardian must also sign a statement on the medication form provided by IHA that acknowledges all individuals involved shall have no liability as a result of any injury or condition resulting from the administration of the injectable medication ordered by the health care professional or the implementation of this policy. The parent/guardian shall also indemnify and hold harmless all individuals, organizations and agents involved against any claims arising out of the administration of the ordered medication or the implementation of this policy.

It is the responsibility of the parent/guardian to provide the medication in the original pharmacy container with a current valid date for use. When/if the use date on the medication expires, the parent/guardian will replace the medication with a new one with a valid use date.

A new written order is required for each academic year. The completed IHA medication order form should be brought to the health office on the first day of school each September.

Administration of Epinephrine by Trained Delegate(s)

In addition, as per Public Law 2015 Chapter 13, IHA's policy allows for trained delegate(s) to provide for emergency administration of epinephrine to **any** student displaying symptoms of an anaphylactic reaction via a **single dose pre-filled auto-injector mechanism**. This is the **only** injectable medication trained delegate(s) may administer.

The administration and nurse will select individuals to be trained delegate(s) from a pool of willing volunteers. Volunteers willing to accept the responsibility of being a trained delegate will be recruited on a regular basis. The nurse and/or the school physician will train the selected volunteers in the administration of epinephrine via single dose pre-filled auto-injector mechanism.

Students Diagnosed with Asthma or a Potentially Life-Threatening Condition/Allergy

If a student is diagnosed by their health care professional as having a life-threatening allergy, that health care professional, on a form provided by IHA, should provide in writing that the student has been diagnosed with asthma, another potentially life-threatening condition or is subject to a life-threatening allergic reaction and provide written orders for the emergency administration of epinephrine via a **single dose pre-filled auto-injector mechanism**. If the health

care professional indicates by written order that the initial dose is to be followed after a period of time by a second dose, an additional single dose pre-filled auto injector should be indicated in the written order.

The student's parent/guardian must provide written authorization for the administration of the medication ordered by the health care professional. In addition, the parent/guardian must sign a statement on the form provided by Immaculate Heart Academy acknowledging he/she has read, understands and accepts the school's policy. The parent/guardian must also sign a statement on the medication form provided by IHA that acknowledges all individuals involved shall have no liability as a result of any injury or condition resulting from the administration of the injectable medication ordered by the health care professional or the implementation of this policy. The parent/guardian shall also indemnify and hold harmless all individuals, organizations and agents involved against any claims arising out of the administration of the ordered medication or the implementation of this policy.

It is the responsibility of the parent/guardian to provide the medication in the original pharmacy container with a current valid date for use. If the health care professional indicates by written order that a second dose is appropriate after a set period of time from the first administered dose, a second single dose pre-filled auto injector mechanism of epinephrine must be provided by the parent/guardian.

Twinject auto-injector mechanism is not accepted under this policy. When/if the use date on the medication expires, the parent/guardian will replace the medication with a new one with a valid use date.

A new written order is required for each academic year. The completed IHA medication order form should be brought to the health office on the first day of school each September.

Students Without a Diagnosis of Asthma or Life-Threatening Condition

Pursuant to Public Law 2015 Chapter 13, Immaculate Heart Academy's nurse and delegates trained in the administration of epinephrine via **single dose pre-filled**

auto-injector mechanism will administer the epinephrine to any student displaying symptoms of an anaphylactic reaction. A medical order is on file signed by the school physician authorizing the administration of the epinephrine via a **single dose pre-filled auto-injector mechanism**.

Primary and/or secondary single dose pre-filled auto-injector mechanisms of epinephrine will be kept in an unlocked file drawer of the bookcase in the outer room of the health office.

Post Administration of Epinephrine or Glucagon

Epinephrine: Immaculate Heart Academy's policy is that once it has been determined that epinephrine administration is needed and epinephrine has been administered, 9-1-1 will be called and the student will be transported to the nearest medical facility. The parent/guardian will be notified by telephone.

In the event no Immaculate Heart Academy staff members are willing to volunteer to accept the responsibility of being a trained delegate and the nurse is not present, 9-1-1 will be called. The student will be transported to the nearest medical facility. The parent/guardian will be notified by telephone.

Glucagon: In the event the nurse administers glucagon, 9-1-1 will be called and the student will be transported to the nearest medical facility. The parent/guardian will be notified by telephone.

IMMACULATE HEART ACADEMY policy on the Administration of Medical Marijuana / New Jersey Compassionate Use Medical Marijuana Act (CUMMA)

**Policy under review and awaiting Archdiocesan Approval*

Immaculate Heart Academy in accordance with the requirements of N.J.S.A. 18A:40-12.22, has adopted this Policy authorizing registered primary caregivers, which maybe the parents, guardians, or other N.J. residents (below collectively referred to

as “Primary Caregivers”) to administer medical marijuana to a registered qualifying student patient (below referred to as “Student”) while on school grounds, aboard a school bus, or attending a school-sponsored event, within the State of New Jersey. The parent of a Student requesting the administration of medical marijuana to the Student under the provisions of CUMMA must comply with the provisions of N.J.S.A. 18A:40-12.22 and N.J.S.A. 24:6I-1 et seq. and this Policy.

Both the student enrolled at Immaculate Heart Academy and the Primary Caregiver must be authorized by the State of New Jersey to engage in the medical use of marijuana in accordance with the provisions of N.J.S.A. 18A:40-12.22 and N.J.S.A. 24:6I-1 et seq. The student and the Primary Caregiver must both complete the registration process to obtain a Registry Identification Card from the New Jersey Department of Health in accordance with the requirements of N.J.S.A. 24:6I-4.

The parent of the Student authorized by the State of New Jersey under provisions of CUMMA to engage in the medical use of marijuana must submit a written request with supporting documentation to the chief school administrator of Immaculate Heart Academy requesting approval to have a Primary Caregiver assist in the administration of medical marijuana to the Student while on school grounds, aboard a school bus, or attending a school-sponsored event within the State of New Jersey. This written request, at a minimum must include the following:

- (i) an application request letter signed by parent & Student.
- (ii) Immaculate Heart Academy medication form [Form D] signed by the prescribing physician and parent.*
- (iii) copy of Student’s State of New Jersey issued Registry Identification card.
- (iv) copy of Primary Caregiver’s State of New Jersey issued Registry Identification card.
- (v) copy of a completed and signed parent consent form sent to the State of New Jersey, by the parent, authorizing the release of confidential information regarding the administration of medical marijuana to the Student. *
- (vi) copy of a completed and signed consent of Primary Caregiver sent to the State of New Jersey, by the parent or Primary Caregiver, for release of confidential information regarding the administration of medical marijuana to the Student. *

- (vii) such additional information or documentation Immaculate Heart Academy's chief school administrator may request.

***A copy of these required forms is available upon request from the school.**

The parent's application must be sent to Immaculate Heart Academy's chief school administrator and will be reviewed by the chief school administrator in consultation with the school nurse, and the school physician. Upon approval, the parent will be informed, in writing, with details for the administration of medical marijuana to the Student, including the locations on the school grounds where the medical marijuana may be administered. The school authorization shall only be valid for the shortest of the following periods: (a) expiration or termination of either or both the Student's and the Primary Caregiver's Registry Identification card; (b) the period of time for which the prescribing physician has written the order for the administration of medical marijuana and (c) the school year in which the parent filed the request. If the student continues to have the need for administration of medical marijuana under the provisions of CUMMA, after the expiration of the school's authorization, the parent must re-apply to receive the school's further authorization.

The medical use of marijuana by a Student on school grounds, aboard a school bus, or attending a school-sponsored event, within the State of New Jersey. will only be authorized after the written approval is provided to the parent and only for the time noted in the written approval.

Medical marijuana may only be administered by the Primary Caregiver to the Student while the Student is on school grounds, aboard a school bus, or attending a school-sponsored event, within the State of New Jersey in accordance with the provisions of N.J.S.A. 18A:40-12.22 and N.J.S.A. 24:6I-1 et seq. The prescribed medical marijuana must be in the possession of the Primary Caregiver at all times, except during the administration process.

Under the provisions of CUMMA, the specific prescribed dose of the medical marijuana may not be administered by smoking or any other form of inhalation.

All health records related to the administration of medical marijuana to a Student under the provisions of CUMMA shall be maintained in accordance with the requirements of N.J.A.C. 6A:16-2.4 and N.J.A.C. 6A:32-7.4.

This policy shall be interpreted under the terms of CUMMA. Any conflict between this policy and the terms of CUMMA, the terms of CUMMA shall govern.

N.J.S.A. 18A:40-12.22; N.J.S.A. 24:6I-1 et seq.; N.J.A.C. 6A:16-2.4; 6A:32-7.4.

IMMACULATE HEART ACADEMY POLICY: for the emergency administration of an opioid antidote to a student, staff member, or other person who is experiencing an opioid overdose.

**Policy under review and awaiting Archdiocesan Approval and DOE Guidelines.*

New Jersey's Overdose Prevention Act, as amended (N.J.S.A. 24:6J-1 et seq.) (the "Act") encourages the wider prescription and distribution of an opioid antidote to prevent opioid overdose. The Act requires high school districts, which includes Immaculate Heart Academy, to develop and adopt policies and procedures to maintain and administer an opioid antidote to any student, school personnel, or other person believed to be experiencing an opioid overdose during school hours or during on-site school-sponsored activities to block the opioid's life-threatening effects. In accordance with N.J.S.A. 24:6J-4. a. (1)(e), this policy and the procedures provided below, have been adopted by Immaculate Heart Academy, to comply with the Act. At the time of the adoption of this policy, the Department of Education ("DOE"), in consultation with the Department of Human Services and appropriate medical experts, have yet to establish guidelines for the development of a policy as provided in the Act. Once these DOE guidelines are established and issued, those guidelines shall be incorporated in this policy by reference. Any conflict between the guidelines and this policy, the guidelines shall prevail. All terms used in this policy are used as they are used in the Act.

The school physician, as a health care practitioner under the Act, has prescribed a standing order: (i) for opioid antidotes pursuant to the Act; (ii) to maintain a supply of opioid antidotes in a secure but easily accessible location; and (iii) for administering the opioid antidote to an overdose victim in an emergency. The physician's standing order follows the requirements of the Act, in that, it permits the school nurse and a designated trained employee to administer an opioid antidote to any person whom the nurse or designated trained employee in good faith believes is experiencing an opioid overdose. The opioid antidotes shall be accessible in the school during regular school hours and during school-sponsored functions that take place in the school or on school grounds adjacent to the school building.

The President shall designate those additional employees of the school who volunteer and are trained on the standard protocols for the administration of an opioid antidote to be a designated trained employee under this policy. The volunteer employees designated by the President shall only be authorized to administer opioid antidotes after receiving the training required under this Act.

Upon receiving a report of a possible opioid overdose during school hours or during an on-site school-sponsored activity, the President, the President's designee, or a supervising staff member will immediately call 911. The school nurse, during school hours and if available at an on-site school-sponsored activity, will also be immediately called. In accordance with the provisions of the Act, the school nurse or a designated trained employee may administer the opioid antidote to a student, school personnel, or other person in an emergency if the school nurse or the designated trained employee believes in good faith, that the person is experiencing an opioid overdose. It is required under this policy that any student, school personnel, or other person receiving an opioid antidote be transported to a hospital emergency room by emergency services personnel after the administration of an opioid antidote, even if the person's symptoms appear to have resolved. The school nurse, designated trained employee, and/or other school staff members

shall keep the student, school personnel, or other person comfortable until emergency medical responders arrive on the scene.

Any student or staff member who receives an opioid antidote by the school nurse, designated trained employee, or an emergency medical responder shall be transported to the nearest hospital via ambulance. In the absence of their parent/guardian, a school staff member designated by the President, President's designee, or supervising staff member of the on-site school-sponsored activity shall ride in the ambulance with the student, as long as remaining students have other adult supervision.

The President, President's designee, or supervising staff member will notify the parent/guardian of any student who may be experiencing a possible opioid overdose as soon as practical. Similarly, the President, President's designee, or supervising staff member will notify a family member or other contact person for a school staff member who may be experiencing a possible opioid overdose as soon as practical.

The President, President's designee, or supervising staff member of the on-site school-sponsored activity shall notify Archdiocese of Newark Superintendent of Schools whenever an opioid antidote is administered by a school nurse, a designated trained employee or an emergency medical responder in the school during regular school hours or during school-sponsored functions that take place in the school or on school grounds adjacent to the school building.

The school nurse shall be responsible to store the opioid antidote that has been prescribed by the school physician in a safe and secure location; document the administration of an opioid antidote on a student's health record; monitor the on-site inventory and replacement of the opioid antidote supply; and plan for the disposal of administered opioid antidote and expired opioid antidote applicator.

Any student or school staff member who is found to be under the influence of a controlled dangerous substance shall be subject to the provisions of applicable statutes and administrative codes and school policies and regulations regarding substance use.

In accordance with the provisions of the Act, no school employee, the school nurse, the designated trained employees or any officer or agent of the school, or the school physician, as the prescriber of opioid antidotes through the standing order, shall be held liable for any good faith act or omission consistent with the provisions of the Act and shall not, as a result of any acts or omissions, be subject to any criminal or civil liability for administering an opioid antidote in accordance with the provisions of the Act.

Nothing in this Policy shall prohibit the administration of an opioid antidote to a student, school personnel, or other person in an emergency during school hours or during on-site school-sponsored activities by an emergency medical responder or by any other person authorized to administer an opioid antidote in accordance with the Act.

This Policy has been reviewed and approved by the school physician and President prior to adoption. This Policy shall be made available to school staff members, parents, and students through any appropriate means.

N.J.S.A. 24:6J-1 et seq.