

## **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 is 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.

### **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 are 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.

**POLICY: for the emergency administration of an opioid antidote to a student, staff member, or other person who is experiencing an opioid overdose.**  
**(Conforming to Archdiocesan and NJ State Guidelines)**

**Introduction**

New Jersey's "Overdose Prevention Act" encourages the wider prescription and distribution of an opioid antidote to prevent opioid overdose. With the passing of P.L. 2018, c. 106, all schools serving any of grades nine through twelve, including nonpublic schools, are required to develop a policy for the emergency administration of an opioid antidote to any student, staff member, or other person who is experiencing an opioid overdose in the school or on school grounds adjacent to the school building, during school hours or during school-sponsored activities. Please note that the requirements of the law only apply to school-sponsored functions that take place in the school or on school grounds adjacent to the school building. Developing a policy regarding the administration of opioid antidotes for school-sponsored functions that occur off school grounds is not required and is at the discretion of the chief school administrator.

Immaculate Heart Academy has adopted this policy as required under the law, utilizing the guidelines developed by the New Jersey Department of Education ("DOE") and the Guidelines for the Emergency Administration of an Opioid Antidote in the Catholic Schools of New Jersey issued by the Archdiocese of Newark (collectively, the "Guidelines").

**1. Definitions**

As used in accordance with *N.J.S.A.* 18A:40-12.23 through 28:

- "Opioid antidote" means any drug, regardless of dosage amount or method of administration, which has been approved by the United States Food and Drug Administration (FDA) for the treatment of an opioid overdose. "Opioid antidote" includes, but is not limited to, naloxone hydrochloride, in any dosage amount, which is administered through nasal spray or any other FDA-approved means or methods.
- "Opioid overdose" means an acute condition including, but not limited to, extreme physical illness, decreased level of consciousness, respiratory depression, coma, or death resulting from the consumption or use of an opioid drug or another substance with which an opioid drug was combined, and that a layperson would reasonably believe to require medical assistance.
- "School-sponsored function" means any activity, event, or program (i.e., athletic events, plays, after-school clubs), take place in the school or on school grounds adjacent to the school building, whether during or outside of regular school hours, that is organized or supported by the school. School-sponsored functions that occur off school grounds are specifically excluded.

**2. Standing Order of School Physician for Opioid Antidote**

In accordance with the New Jersey Overdose Prevention Act, specifically *N.J.S.A.* 24:6J-4(a)(1)(f) and 24:6J-4(a)(2)(c), the school physician has prescribed the dispensing of an opioid antidote through a standing order to the school for administration to overdose victims. The school physician's standing order must specify, at a minimum, the following:

- (1) That the nurse is authorized to administer the opioid antidote directly to overdose victims in the event of an emergency, and
- (2) That the school or the nurse may also dispense or grant access, in emergency situations, to other persons employed by the school who have certified to having received training in the administration of the opioid antidote and overdose prevention information.

Standing orders should be renewed annually before the start of the school year.

### **3. Location and Maintenance of Opioid Antidote**

Pursuant to *N.J.S.A.* 18A:40-12.24, opioid antidotes must be stored in secure but unlocked and easily accessible location(s) and 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 school must maintain opioid antidotes in quantities and types deemed adequate by the President in conjunction with the Diocesan Government Program Coordinator.

### **4. Individuals Responsible for the Administration of Opioid Antidotes**

Pursuant to *N.J.S.A.* 18A:40-12.24(c)(1), the nurse shall have the primary responsibility for the emergency administration of an opioid antidote. Additionally, the school will designate additional employees who volunteer to administer an opioid antidote (designated trained employees) if a person experiences an opioid overdose when the nurse is not physically present at the scene. Only designated trained employees are authorized to administer an opioid antidote and only after completing training pursuant to *N.J.S.A.* 18A:40-12.25(b) and the Guidelines, subject to all other requirements of the law.

### **5. Training Requirements**

Pursuant to *N.J.S.A.* 18A:40-12.25(b) and *N.J.S.A.* 24:6J-5, the nurse and each designated trained employee to administer an opioid antidote in the nurse's absence must receive training on standard protocols. In accordance with the Act, the school physician issuing the standing order has ensured that overdose prevention information is provided to the school, the school nurse, and the designated trained employees, including, but not be limited to: (a) information on opioid overdose prevention and recognition; (b) instructions on how to perform rescue breathing and resuscitation; (c) information on opioid antidote dosage and instructions on opioid antidote administration; (d) information describing the importance of calling 911 emergency telephone service for assistance with an opioid overdose; and (e) instructions for appropriate care of an overdose victim after administration of the opioid antidote. The President designates 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.

## **6. Procedures for Emergency Opioid Overdose and Administration of Antidote**

The school has implemented a procedure to ensure that all school building staff are familiar with the protocol that must be followed in cases of possible opioid overdose during school hours and during an on-site school sponsored activity.

(1) 9-1-1 should be called immediately to ensure that emergency medical services personnel are dispatched to respond to a suspected drug overdose.

(2) As the nurse holds primary responsibility for administration, the nurse should also be called immediately during school hours and if available at an on-site school-sponsored activity. If the nurse is not in the building or not readily available on-site, another staff member designated as a trained employee to administer the opioid antidote and has received the required training and overdose prevention information should be called.

(3) The nurse or designated trained employees should determine whether any other responses are needed (CPR/Rescue Breaths/AED).

(4) In accordance with *N.J.S.A. 24:6J-4(f)*, the nurse or designated trained employees may administer the opioid antidote to a student, school personnel, or other person in an emergency if he or she believes, in good faith, that a person is experiencing an opioid overdose.

(5) The nurse and/or other school staff members should monitor the person who has received the opioid antidote until emergency medical responders arrive on the scene.

(6) Pursuant to *N.J.S.A. 18A:40-12.24(d)*, any individual who receives an opioid antidote shall be transported to a hospital emergency room by emergency services personnel, even if the person's symptoms appear to have resolved.

(7) As soon as possible, school staff should notify the appropriate person(s) that a student or school staff member has experienced a possible opioid overdose. If the victim is a student, the parent or legal guardian should be notified; if the victim is a school staff member, the listed emergency contact should be notified.

(8) The President should be notified of an opioid overdose and whenever an opioid antidote is administered by the nurse, a designated trained employee, or emergency medical responder.

Nothing in this policy shall prohibit the administration of an opioid antidote to a student, staff member, or other person in an emergency during school hours or during on-site school-sponsored activities by an emergency medical responder or other person authorized by law to administer an opioid antidote, in accordance with *N.J.S.A. 24:6J-1 et seq.*

## **7. Post-Administration Procedures and Existing Policy Considerations**

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, including, without limitation, *N.J.A.C. 6A:16-3*, [Comprehensive Alcohol, Tobacco, and Other Drug Abuse Programs, N.J.A.C. 6A:16-4](#), [Procedures for Alcohol and Other Drug Abuse Intervention](#), any other policies and regulations regarding substance use, possession, and supports (i.e., continuity of care), as well as school and Diocesan policies regarding controlled dangerous substances.

## **8. Limitation of Liability**

Pursuant to *N.J.S.A. 24:6J-4*, the school, President, the nurse, designated trained employees, school employee, or any other officer or agent of the school who administers, or permits the administration of, an opioid antidote in good faith, in accordance with the law, and pursuant to a standing order shall not, as a result of any acts or omissions, be subject to any criminal or civil liability or any disciplinary action, for administering or permitting the administration of an opioid antidote. Any person or entity authorized under *P.L. 2018, c. 106* to administer an opioid antidote, may administer to an overdose victim with full immunity:

1. A single dose of any type of FDA-approved opioid antidote for use in the treatment of opioid overdoses and
2. Up to three doses of an opioid antidote that is administered through an intranasal application, or through an intramuscular auto injector, as may be necessary to revive the overdose victim. Prior consultation with, or approval by, third-party physician or other medical personnel shall not be required before the antidote is administered.

Pursuant to *N.J.S.A. 18A:40-12.26*, no school employee, including a school nurse, or any other officer or agent of the school, or a prescriber of opioid antidotes for a school through a standing order, shall be held liable for any good faith act or omission consistent with the provisions of *P.L. 2018, c.106*. Good faith shall not include willful misconduct, gross negligence, or recklessness.

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 a person authorized to administer an opioid antidote in accordance with *N.J.S.A. 24:6J-1 et seq.*

In the event that a licensed athletic trainer volunteers to administer an opioid antidote, it shall not constitute a violation of the "Athletic Training Licensure Act," *P.L. 1984, c. 203 (C.45:9-37.35 et seq.)*.

The Overdose Prevention Act provides that when a person, in good faith, seeks medical assistance for an individual believed to be experiencing a drug overdose, whether the person is seeking assistance for himself/herself or another, the person calling for help and the person experiencing the overdose shall not be arrested, charged, prosecuted, or convicted for certain criminal offenses enumerated in *N.J.S.A. 2C:35-30(a)(1-6)* and *N.J.S.A. 2C:35-31(a)(1-6)*.

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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.  
Adopted on September 3, 2019