

The following information is a quick reference for common health services topics. It is not all inclusive and should not be used as such. Program staff should obtain copies of all medication orders- including attestations for students who independently carry and use their medications, emergency care plans, and the student's medications from the school for students attending the program. The school should provide the program with their policies for calling for emergency transport, how to document medications staff administer (epinephrine auto-injectors or glucagon) or assist students to take themselves.

ANY question regarding health needs in a non-SACC program should be directed to NYSED's Office of Student Support Services at 518-486-6090 or [studentsupportservices@nysed.gov](mailto:studentsupportservices@nysed.gov)

The following references contain more information on how health services can be provided and should be reviewed:

- [NYSED's Health Services Webpage](http://www.p12.nysed.gov/sss/schoolhealth/schoolhealthservices/) :
- [Provision of Nursing Services in School Settings - Including One-to-One Nursing Services to Students with Special Needs](http://www.p12.nysed.gov/sss/documents/OnetoOneNSGQAFINAL1.7.19.pdf) :
- [NYSED's Guidelines for Medication Management in Schools](http://www.p12.nysed.gov/sss/documents/MedicationManagement-DEC2017.pdf) :

Quick reference chart begins on the following page

<p><b><u>Student Functional Categories</u></b> for medication and/or treatments</p> <p>It is important to read page 9 of the <i>NYSED Guidelines for Medication Management in Schools</i> for complete information on student functional categories.</p>	<p><b>Nurse Dependent Students-</b> Students, who cannot self-administer their own medication and cannot be considered Supervised Students, are therefore dependent on another person administering the medication to them. Such Nurse Dependent Students <u>must</u> have their medication administered to them by an appropriate licensed health professional (e.g. school nurse).</p> <p><b>Supervised Students-</b> Students who have been determined to only need supervision either by the RN or the student’s healthcare provider, may be assisted by trained unlicensed personnel to take their own medication. The assistance from unlicensed personnel is limited to assistance with tasks <b>only at the direction of the student.</b></p> <p><b>Independent Students-</b> Students who can self-administer their own medications without any assistance are considered Independent Students. Please note: Independent students must be allowed to carry and use their own medications if they have given the school the appropriate paperwork. Such students do not report when they take their own medications to the school.</p> <p><i>Trained unlicensed school personnel may assist <u>Supervised</u> and <u>Independent</u> students to take their own medications.</i></p>
<p><b><u>Healthcare Provider orders</u></b></p> <p><i>A health care provider is a duly licensed physician, physician assistant, or nurse practitioner.</i></p>	<p>Schools must have a written healthcare provider order and written parent/guardian consent for a student to be administered a medication, or to permit a student to self-administer their medication at school. A provider order is required for both prescription and over the counter (OTC) medications. <i>Please note OTC medications are any item with ingredient(s) that the Food and Drug Administration (FDA) has deemed to be a medication. This includes skin lotions, most lip balms, cough drops etc.</i></p> <p><b>One exception for an over the counter medication needing an order is sunscreen:</b> With written consent from the parent/guardian, the child may apply his/her own sunscreen or direct an adult staff member to do so. Students who cannot self-apply or direct an adult to do so will require sunscreen to be only applied by a licensed health professional- and will require both a healthcare provider order and written parent/guardian consent.</p>
<p><b><u>Epinephrine* auto-injectors</u></b></p> <p><i>*EpiPen © is a brand name of one type of epinephrine auto-injector</i></p>	<p>Unlicensed staff trained by RN, NP, PA or physician MD/DO may administer an epinephrine auto-injector to a <b>student with a healthcare provider order</b> for an</p>

<p><i>Epinephrine auto-injectors are emergency medication to treat a severe allergic reaction called anaphylaxis</i></p> <p>Review pp. 18-19 in the <i>NYSED Guidelines for Medication Management in Schools</i> for complete information on use of epinephrine auto-injectors.</p>	<p>epinephrine auto-injector during the school day, on school property, and at any school function.</p> <p>With school board of education approval, trained unlicensed staff may administer an epinephrine auto njector to students or staff members <b>in the building</b> appear to have anaphylaxis.</p>
<p><b><u>Glucagon</u></b></p> <p><i>Glucagon is an emergency medication used to quickly raise blood sugar in people with diabetes.</i></p>	<p>Unlicensed staff may be trained by an RN, NP, PA or physician to administer emergency glucagon to <b>a student with a healthcare provider order.</b></p>
<p><b><u>Documentation</u></b></p>	<p>Medications/treatments given to or taken by students are to be documented in accordance with school district policies.</p>
<p><b><u>Automatic External Defibrillators (AED)</u></b></p>	<p>Public schools and charter schools are required to have sufficient AEDs in the school building whenever an instructional school facility is used for a school-sponsored or school-approved curricular or extracurricular event or activity, along with at least one staff member trained in CPR/AED use.</p>
<p><b><u>Field trips</u></b></p>	<p>When medications are to be taken off school grounds, the medications should remain in the original, properly labeled container until utilized by the student.</p>
<p><b><u>First Aid</u></b></p>	<p>Schools are not required to have first aid kits. However, schools are encouraged to provide some first aid items to staff such as Band-Aids, gloves, and gauze pads. Additionally, staff should be trained to clean any small wound with soap and water before applying the Band-Aid. Although unlicensed school personnel may apply small dressings to small cuts - such as band aids- they are required to notify the parent/guardian of any injuries or illnesses.</p>