

## 811: Controlled Substance Policy

### I. Purpose:

- a. To clearly state how student controlled substances will be handled on Providence Creek Academy's (PCA) campus, including the delivery of, disposing of and the practice of medication counts by a two-person verification with signature and date on a weekly basis.

### II. Definitions:

- a. **Controlled Substance:** a drug or other substance that is tightly controlled by the government because of its potential to be abused or cause addiction. The control is applied to the way the substance is made, used, handled, stored and distributed. Controlled substances include, but are not limited to, stimulants, antidepressants, hallucinogens and anabolic steroids. (<https://www.dea.gov/controlled-substance-act>)
- b. **Medication Administration Record (MAR):** a drug chart that serves as a legal document to record the medications administered to the students at PCA by a licensed healthcare provider (HCP). An MAR is part of the student's permanent health record. PCA currently uses eSchool to document medication administration on campus. This is defined as the Day Sheet in eSchool. (medical-dictionary.thefreedictionary.com)
- c. **Two Person Medicine Count:** a strategy practices to confirm medication adherence to reduce the risk of diversion (mytopcare.org).
- d. **Two Lock Storage:** all controlled substances must be stored under a double lock system as stated in Delaware Education Regulation: 14 **Del. C.** 817 §1.0-6.1
- e. **School Administrator:** a person assigned to helping the management of school operations and creating a safe environment. They are the professionals who, as a whole, help carry out the administrative tasks to keep a school running smoothly (learn.org/articles/What\_Is\_School\_Administration.html).

### III. Policy Statement:

- a. Many students require medications to help manage chronic conditions. Sometimes students are prescribed medications that are required to be given to help control symptoms and side effects of ADD/ADHD and other chronic conditions. If these medications prescribed fall under the definition of a controlled substance, as defined by the Drug Enforcement Agency (DEA), every

attempt should be made to schedule medication routines to be administered at home. In the event of a true hardship, medications can be delivered to school to school to be administered by the school nurse.

IV. Responsibility:

- a. Medication must be delivered to AND picked up from the school nurse by the parent or legal adult in the following manner, as it aligns with the 5 Rights of Safe Medication Delivery, as defined by the Institute for Health (IHI).
  - i. <http://www.ihi.org/resources/Pages/ImprovementStories/FiveRightsofMedicationAdministration.aspx>
- b. The school nurse and legal adult will do a two-person count of the medication with signature and date on the student's MAR once the following is confirmed:
  - i. Labeled medication bottle with the correct name of the student/patient **AND**
  - ii. Correct medication labeled **AND**
  - iii. Correct dosing information labeled **AND**
  - iv. Correct prescribed route of medication **AND**
  - v. Correct dosing direction/time
- c. If/when there is a true hardship and the parent or other legal adult can not schedule a time to deliver medication in person to the school nurse, medication must be delivered, by a legal adult, in-hand to a PCA Administrator to deliver to the school nurse immediately. The parent **MUST** send a signed copy of the "Permission to Administer Treatment/Medication" form **with** the medication and the form **MUST** have a medication count that is signed and dated by the parent/guardian. Medication will not be accepted by PCA without this signed and dated permission form. The school nurse and the school administrator will sign and date the student's MAR **and** "Permission to Administer Treatment/Medication" form after a two-person count is completed. Any discrepancy in medication count will be communicated immediately with the student's parent/guardian.
- d. Under no circumstance will any controlled substance or other medication be given to or delivered to a school bus driver or any other staff member not approved for receipt and delivery of medications. Under no circumstance may students of PCA transport medications considered controlled substances. Failure to abide by these guidelines can result in consequences as a student can be found in violation of the Student Code of Conduct.

- i. <http://www.pcasaints.org/policies/>
- e. Medication Count of Controlled Substances:
  - i. Controlled substances will be counted and rectified against eSchool electronic count by two people on a weekly basis. Each student will have a medication count log in their medication drawer. Medication logs will be filed in the respective student's medical file at the end of the school year or when the log is full.
- f. Providence Creek Academy has the right to exclude receipt of medications based on the following:
  - i. Medications not received in its original container
  - ii. Any deviation from the original prescribed instructions must be documented by a licensed healthcare provider. No exceptions.
  - iii. Expired medications cannot and will not be administered.
  - iv. PCA students are not permitted to take prescription or non-prescription medications without the guidance of the school nurse.

V. Related Policies:

- a. <http://www.pcasaints.org/wp-content/uploads/2018/04/Wellness-Policy.pdf>
- b. Providence Creek Academy Student Code of Conduct  
<http://www.pcasaints.org/policies/>

VI. Related Procedures and Documents:

- a. <https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>  
<https://www.congress.gov/bill/93rd-congress/house-bill/40#:~:text=Equal%20Educational%20Opportunities%20Act%20%2D%20Declares,basis%20for%20determining%20public%20school>

Approval and Revision Dates:

APPROVED BY THE BOARD OF DIRECTORS FEBRUARY 23, 2021