

Wood County Board of Developmental Disabilities

POLICY

Policy #: 01-WLS-ALL-0238  
Effective Date: 08-19-2024  
Person Responsible: Director of School Services

Subject: School Nursing Delegation  
Last Revision:

Approvals/Date: Brent Boen 8/20/24 Martha Weller 8/19/24  
Superintendent, WCBDD Date Board President, WCBDD Date

It will be the policy of the Wood County Board of Developmental Disabilities (WCBDD) to promote the highest standards of administration of medication consistent with laws and rules to promote the safety and quality of care of individuals served by the WCBDD.

When students at Wood Lane School are required to take medication during the school day, the medication is usually delivered by the Children's Services Nurse. There are times, however, when the Nurse is not available, i.e., working with another student, speaking with a parent, absence, etc. During those circumstances, the Board shall allow properly trained, medically unlicensed school staff (Board staff and contracted staff) who act in accordance with administrative procedures, to administer oral and/or topical prescription medication, perform health-related activities, administer medication/nutrition via G/J tube, administer insulin, or administer injectable treatments to minimize health problems with respiration, allergens, seizure disorders, or metabolic glycemic disorders.

Per the Ohio Department of Education and Workforce and the Ohio Department of Health, the Children's Services Nurse will delegate to both Wood County Board of Developmental Disabilities school staff and contracted employees from the Local Education Agencies to supply the required medication when appropriate training is complete, when staff have demonstrated proficiency for the delegated task, and when no medical decision-making is required.

Delegation of nursing tasks must follow all the requirements in OAC 4723-13 (Delegated Nursing Tasks), and ORC 3313.713 (District Prescription Drug Distribution Policy).

This policy shall be consistent with the requirements set forth in the Ohio Department of Developmental Disabilities rules adopted by Ohio Board of Nurses and the Ohio Administrative Code and the Ohio Revised Code. Guidance from the Ohio Department of Education and Workforce and the Ohio Department of Health also govern the administration of medication at schools.

To ensure that medication is stored, handled, and administered in the safest possible manner, please see applicable County Board personnel file containing medication administration certificates of training and attendance, and all policies and procedures concerning medication administration.

The Director of School Services, the Wood Lane School Principal, and the WCBDD Children's Services Nurse shall establish administrative procedures to apply this policy.

References: OAC 4723-13  
ORC 3313.713  
ORC 4723.48  
Ohio Department of Health: Medication Administration in Ohio Schools – Training for School Personnel  
Ohio Department of Education and Workforce – Medications in Ohio Schools

Procedures: 02-ALL-ALL-0913 (MD)

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