

**MASSACHUSETTS DEPARTMENT OF PUBLIC HEALTH
SCHOOL HEALTH UNIT**

GUIDELINES FOR REVIEWING AND APPROVING APPLICATIONS TO REGISTER FOR:

**THE HANDLING, STORAGE AND DELEGATION OF MEDICATION
AND/OR
THE TRAINING OF UNLICENSED PERSONNEL TO ADMINISTRATION
EPINEPHRINE VIA AN AUTO-INJECTOR
105 CMR 210.000**

1-5 APPLY TO HANDLING, STORAGE AND DELEGATION REGISTRATION

1-3 APPLY TO THE TRAINING IN EPINEPHRINE ADMINISTRATION REGISTRATIONS

School districts (public and private) that may apply for registration are listed in the Massachusetts Department of Elementary and Secondary Education's school directory profile.

Only applications that meet the following criteria will be reviewed:

1. **Dates and Signatures:** All required signatures and dates signed must be complete and original. *(Please note: No facsimiles or copies of the original application will be accepted for review.)*
2. **Printed Names:** The names are printed in a legible way.
3. **Completion of the Mandatory Courses:** [Medication Administration in a School Setting: School Nursing Practice in Massachusetts](#) and [Medication Administration in Schools: What School Nurse Managers Need to Know](#). Registration for mandated trainings can be accessed at www.SHIELD-BU.org. **COPIES OF THESE CERTIFICATES OF PARTICIPATION/ATTENDANCE MUST BE INCLUDED WHEN SUBMITTING THE COMPLETED APPLICATION.** *(Please note: the school nurse's participation/attendance dates should fall within the previous five years.)*
4. **School Building Profile:** The "School Building Profile," a detailed document reflecting your school district's nursing coverage, is completed correctly with all fields accurately documented. This school building profile is critical when evaluating whether your school district may delegate prescription medications. *(Please note: the application is for the entire school district.)*
5. **Sufficient Numbers of School Nurses:** Delegation of prescription medications to unlicensed personnel is not intended to take the place of employment of professional school nurses (as defined by the Massachusetts Department of Elementary and Secondary Education), but rather to add flexibility to the nurse's daily practice. 105 CMR 210.000 requires that:

"When a School Committee or Board of Trustees, in consultation with the Board of Health where appropriate, has registered with the Department of Public Health and authorized categories of unlicensed school personnel to administer prescription medications, such personnel shall be under the supervision of the school nurse for the purposes of 105 CMR 210.000. The School Committee or Board of Trustees, in consultation with the Board of Health where appropriate, shall provide assurance that sufficient school nurse(s) are available to provide proper supervision of unlicensed school personnel."

In order to determine the safe level of coverage of school nurses, i.e., "sufficient numbers of school nurses", a needs-assessment should be completed with attention paid to those children with special health care needs, as well as emergency response time for each building. The school nurse to student ratio (in each building) generally shall be no greater than 1:750 in a general population. ¹ *(Please note: in reviewing the application only the designated school nurses (RN) onsite will be considered when applying this ratio).* Student to nurse workloads will be reviewed as part of the approval process.

(Revised 1/2018)

¹ Consistent with 1998 legislative report, *Options for Developing School Health Services in Massachusetts*, the recommended school nurse to student ratio is 1.0 fulltime equivalent (FTE) certified nurse in each building with 250 to 500 students. In buildings with more than 500 students, there should be 0.1 FTE for each additional 50 students. For buildings with fewer than 250 students, the ratio is calculated at 0.1 FTE: 25 students.