

PROCEDURES FOR ADMINISTERING Medication TO Student's

Students requiring medication at school shall be identified to the school by their parents/guardian. Medication may be administered in accordance with state law and established procedures.

The school nurse shall do a periodic review of written instructions for medication administration.

A. PRESCRIPTION MEDICATION

1. No medication shall be administered to a student until the *Administration of Medication Consent* is provided to the school. It must be properly completed/signed by the parents/guardian and physician.
2. All prescription medication must be supplied in the original container and labeled with the following:
 - a. Student's name
 - b. Healthcare provider
 - c. Name of Medication
 - d. Dosage (size, frequency, number of doses)
 - e. Prescription medication: pharmacy information (name and telephone number) and date. The pharmaceutical label and the healthcare provider's written instruction must be identical.
3. The student may carry prescription inhalers with written permission from the healthcare provider and parents/guardian.
4. Medication that is scheduled (controlled) will be counted upon receipt at school and noted on the *Record of Administration*.
5. Requests to administer prescription medication must be renewed each school year.
 - a. It is the responsibility of the parent/guardian to arrange for a healthcare providers signature and instructions to be sent to school.

B. OVER-THE-COUNTER MEDICATION

1. No medication shall be administered to a student until the *Administration of Medication Consent* is provided to the school. It must be properly completed/signed by the parents/guardian.
2. Over-the-Counter medication containers must be labeled with
 - a. Medication name
 - b. Medication dosage
 - c. Directions for administration
 - i. Will only be administered according to the label unless otherwise directed in writing by a parent/guardian or physician on the *Administration of Medication Consent* form.

3. Requests to administer over-the-counter medication must be renewed each school year. It is the responsibility of the parent/guardian to send the medication and instructions to school.

C. GENERAL INFORMATION

1. All medication will be stored in a locked drawer or cabinet. An exception is Epi-Pens (drawers/cabinets are not locked) and inhalers carried by students.
2. The telephone number of the student's healthcare provider must be on the *Administration of Medication Consent* form.
3. Medication should be administered within 30 minutes before or after the prescribed time.
4. Only trained staff may administer medications and only under the delegation of the school nurse.
5. No school employee, other than registered nurses, can accept telephone or other verbal prescription or over-the-counter medication orders from healthcare providers.
6. All medication doses delivered will be documented on the *Record of Administration* and all staff delivering the medication will sign the form.
7. The parent/guardian shall pick up unused portions of medications at the end of the school year, moving out of district, or when medications have been discontinued. Items not picked up will be disposed of 30 days after the completion of school.
8. In no event should non-prescription medication, such as aspirin or cold medications, be given without a physician approval, either in writing or verbally over the phone.
9. The school may terminate the medication service if the parent/guardian fails to meet the criteria required by the District.
10. Medication errors: A medication error occurs anytime medication is not given in the manner it was prescribed. The school nurse, healthcare provider(s), parents/guardians must be notified immediately if an error is detected. The *Medication Incident Report* should be completed immediately.

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