

## Medication Administration Procedure

### Non-emergent Medications

1. All medications should be delivered to the school or picked up by the student's parent/guardian or another responsible adult. **Medications other than emergency medications cannot be transported on the bus.** Teachers and office personnel should not accept nor release medication unless otherwise designated by the principal. All medication should be referred to the health room.
2. The principal of each school shall designate a minimum of three staff members to administer, secure, accept, and release medication. One of these three shall be designated as the primary person to administer medications while the other two serve as alternates for this person. In the absence of all the above, the parent/guardian will have to come to the school to administer the medication at the prescribed time.
3. All medication must be in the original, pharmacy-labeled prescription bottle or in the original unopened manufacturer's (over-the-counter) container. Medications must be left in and dispensed from the properly labeled container.
  - a. For Prescription medications, a current pharmacy labeled container is required which includes the student's name, name of legally authorized prescriber, name of medication, strength, dosage, time to be administered, route, and day drug should be discontinued when appropriate.
  - b. For non-prescription medications, an unexpired unopened original container is required and all manufacturer's labeling must be clearly legible. The school will not supply any medications.
  - c. No self-carry medication will be permitted, with the exception of emergency medications (Inhalers, Epi-pen, and Glucagon). Emergency medications will be kept with the individual student or student's teacher.
4. All medication must have a School Medication Authorization Form completed. The legally authorized prescriber must indicate the drug, dosage, time to be given, and side effects (see Appendix #1).
  - a. Any changes in prescription will require a new School Medication Authorization Form and updated
  - b. This form is be updated annually.
5. The three staff members assigned to medical duties shall notify the school nurse of any new medications. Upon receipt of emergency medications, the school nurse should be notified in order to complete the School Medication Authorization Form (see Appendix #1) as well as the proper plan of care for that student.

6. All medications, upon receipt or pick up, should be counted or measured with the parent/guardian or responsible adult present, and the quantity documented on the Medication Check In/Out Log. (see Appendix #2).
7. A secure storage area will be provided at each school for the storage of medication. All medications are to be kept in the locked medication cabinet, located at each school. Medications should be placed in a drawer in the medication cabinet with the student's name or other identification label on the drawer. Exceptions may be made for medication requiring refrigeration and self-carried emergency medications.
  - a. All keys to the medication cabinet must be kept in a secure location. The staff members designated by the principal and no more than two other school officials (i.e. principal, assistant principal, or principal designee) will be in possession of a key. The assigned persons will maintain responsibility for the medication cabinet key and keeping it in a secured location also.
  - b. Medications are never to be left out on desks, counter tops, etc or pre-poured in anticipation of student arrival.
8. Prior to administering medication each time, the School Medication Authorization Form should reviewed as well as the medication container to verify the correct student name, medication name, dosage, time, route, and legally authorized prescriber. Ask the student to verify his/her full name each time medication is administered.
  - a. Observe the student to see if medication is taken properly (pills/liquid/swallowed/aerosol/injection,etc.)
  - b. The "Six Rights" must be followed when administering medication:
    1. The "Right" student
    2. The "Right" medication
    3. The "Right" dose
    4. The "Right" time
    5. The "Right" route
    6. The "Right" documentation
9. Medication documentation will be completed at time of medication administration on the proper Medication Log form.
  - a. Two log forms are to be utilized. The Medication Administration Short-Term/PRN Log is to be used for short-term medications or PRN medications (see Appendix #3). The Medication Administration Daily Log is to be used for long-term medications (see Appendix #4).
  - b. Document per instructions on the medication forms provided. The correct date, dose, time, medication, and route should be documented. Refer to the provided abbreviations on each form. Each form require your signature, initials, and title.
  - c. Medication errors including missed doses, timing errors (exceeding thirty minutes before or after the prescribed time) will need to be documented on

the Medication Administration Incident Report (see Appendix #5). Always report these occurrences to the parent/guardian, school nurse, and principal.

10. Medication not picked up by the parent/guardian or other responsible adult within two weeks of the end of the school year or medication being discontinued will be properly disposed of.
  - a. Those persons designated by the principal to administer, secure, accept, and release medication shall also be responsible for the disposal of all medications. These persons shall have a witness observing the disposal of all medications.
  - b. The Medication Destruction form (see Appendix #6) shall be completed at the time any medication is destroyed.
  
11. The school nurse is responsible for completing the Medication Safety Checklist (see Appendix #7) with the designated school personnel before the opening of each school year and as new persons are designated to give medications throughout the school year.
  
12. The school nurse is the primary resource for clarification of any questions arising from personnel administration of medication.

### **Emergency Medications**

A student with diabetes, asthma, or a student subject to anaphylactic reactions, or both, may possess and self-administer asthma or another prescribed medication on school property during the school day, at school sponsored activities, or while in transit to or from site of school sponsored activities. Before a student may possess or self-administer medication, the student's parent/guardian or other responsible adult must provide the following:

- a. Written authorization from the student's parent or guardian to possess or self-administer medication
- b. A written statement from the student's legally authorized health care provider verifying the student's medical condition requiring self-medication, and that the legally authorized provider prescribed medication for use on school property during the school day, at school-sponsored activities, or while in transit to or from school-sponsored events
- c. A written statement from the student's health care provider who prescribed the medication that the student understands, has been instructed in self-administration of the medication, and has demonstrated the skill level necessary to use the medication and any device that is necessary to administer the medication
- d. A written treatment plan and written emergency protocol formulated by the health care practitioner who prescribed the medication for managing the student's medical condition and for medication use by the student.

In addition, the following must be in place before a student will be allowed to possess or self-administer medication:

- a. The student must demonstrate to the school nurse, or the nurse's designee, the skill level necessary to use the medication and any device that is necessary to administer the medication
- b. Information provided to the school by the student's parent or guardian shall be kept on file at the student's school in a location easily accessible in the event of an emergency
- c. If a student uses medication prescribed for the student in a manner other than as prescribed, the student may be subject to disciplinary action according to the school's disciplinary policy. A school may not impose disciplinary action that limits or restricts the student's immediate access to the medication
- d. Permission granted for a student to possess and self-administer medication shall be effective only for 365 calendar days and must be renewed annually