



Administration of Medication

Introduction

The school district will establish and implement procedures which meet all legal requirements for administration of medication required during school hours.

NOTE: The authority for unlicensed personnel to provide medication to a student must come from the parent/guardian. Unlicensed personnel may not provide injectable drugs unless student specific emergency protocols are established by the Registered Nurse.

Rationale

Children with chronic illnesses and conditions are attending schools regularly, and may require medication administration during the school day.

The guidelines under Medication Aide Act provide school officials, parents, guardians, health professionals, and educational personnel alike with the guidance necessary to provide safe and proper administration of medication in schools that are consistent with the standards of nursing and medical practice.

Structure Criteria

1. In order for personnel to assist a student with medication, the following requirements should be met:

a. In accordance with sound nursing practice, the school has in writing a statement from a licensed prescriber which includes the student's name, the name of the medication with dosage, frequency and time of administration, the date of the order and also the discontinuation date. The statement must be signed by the legal prescriber.

b. Every effort should be made to obtain, as applicable, information regarding any special side effects, contraindications, and adverse reactions to be observed for the individual student to be provided by under the Medication Aide Act.

c. The parent/guardian shall provide a written statement that authorizes school personnel to administer the medication during school hours.

- d.** The medication provided by the parent/guardian has the prescription label, complete with the student's name and prescriber's instructions. Pharmacists will provide two containers; one labeled for school, the other for home use.
- e.** All medication should be stored in the original pharmacy or manufacturer's labeled containers in such manner as to render them safe and effective. Storage for medications should be available in each school. Emergency medications should be stored in a secured place.
- f.** A form is provided for recording the administration of medication during school hours. This form should contain: the student's name, name of medication with dosage, and date and time of administration. The form should be signed with the full signature of the school nurse or the designated school personnel administering the prescribed medication. If the prescription is given more than once by the same person, he/she may initial the record subsequent to signing a full signature. All medication logs/forms should be filed and retained for five years.
- g.** The prescriber's order for the administration of medication should be documented on the student's school health record.
- h.** Parent/guardian authorization and prescriber's statement is renewed annually; **new** signed licensed prescriber and parent statements are submitted if the medication regime is changed.
- i.** Verbal *orders from the physician may only be taken by a **Registered Nurse**.*

The verbal order should be *recorded on the student's health record* and should be a **one-time order only**.
This verbal *order is followed up by a written/faxed order from the physician within five days.*
- j.** A parent/guardian or parent-designated responsible person should deliver all prescribed medications to the school nurse -- or other school employee as determined by the principal in consultation with the school nurse.
- k.** Ideally, no more than a 14 school day supply of the prescribed medication is stored at the school. Controlled substances (i.e., ritalin, Class II drugs) should be counted when received -preferably by two staff members.
- 2.** When possible, all unused, discontinued or outdated medications should be returned to the parent/guardian. (The School Nurse, in the presence of a witness, destroys medications not collected by parent/guardian or responsible person.)
- 3.** It is recommended that over-the-counter medication (aspirin, tylenol, antacids, topical preparations, etc.) be given only in accordance with the policy stated for prescription medications.

4. Consistent with school policy, students may self-administer prescription medication provided certain conditions are met. For the purpose of this policy, self administration means the student is able to consume or apply prescription medication in the manner directed by the licensed prescriber, without additional assistance or direction.

The School Nurse may permit self medication by a student provided all the following requirements are met:

- a.** The licensed prescriber provides a written order for self-administration.
- b.** There is written authorization from the student's parent/guardian that the student may self medicate with a contract signed by student .
- c.** The School Nurse is reasonably assured the student is able to identify and select the appropriate medication, knows the frequency and purpose of the medication as ordered; and follows the school self administrative protocol.
- d.** The School Nurse has evaluated the student's health status and abilities and deemed self administration to be safe and appropriate.
- e.** The School Nurse has developed and implemented a plan to monitor the student's self administration, based on the student's abilities and health status.
- f.** The School Nurse should inform appropriate teachers and administrators that the student is self administering a prescribed medication.

The School Nurse determines a policy for the safe storage of the medication and collaborates with teachers, student, and/or parent to determine a safe place for storing the medication while providing for accessibility if the student's health needs require it. This information should be included in the prescription administration plan. The nurse reserves the right to refuse to give medications/supplements that are not approved by the FDA.