

STUDENT PERSONNEL  
MEDICATION POLICY – ADMINISTRATIVE PROCEDURES

Procedures for Implementation of Medication Administration

- A. All administration of medication must be under the general supervision of a Licensed School Nurse (LSN).
  1. Persons designated by the LSN to give medication may be a health paraprofessional or other school personnel.
  2. Administration of medications that are not taken orally and topically or may have dangerous side effects should be administered by school staff as only delegated and trained according to the LSN's discretion. This would include, but not be limited to, eye drops, ear drops, rectal medications, injections, g-tube medications, and IV medications.
  
- B. Parents/Guardians must deliver all medication to the Health Office.
  1. Medication to be administered must be brought to school in a bottle appropriately labeled by the pharmacy or physician specifically for the student or in a sealed medication bottle for nonprescription medication.
  2. Prescription medication counts should be done with two people, preferably the parent/guardian and school staff. Record number of pills delivered on medication flow sheet. Date and have parent/guardian initial next to school personnel's initials.
  
- C. Administration of medication by school personnel may only be done following certain guidelines.
  1. Prescription Medication
    - a. Written order from a physician (pharmacy label is not acceptable) must include:
      - Student Name
      - Name of Medication
      - Dosage of Medication
      - Time to be Given
      - Route to be Given (Optional)
      - Side Effects (Optional)
      - Diagnosis (Optional)
    - b. A new doctor's order and consent form will be required if any changes are made (i.e., increase/decrease of dosage or times to be given) or if the medication is discontinued.

- c. Written authorization of parent/guardian to follow doctor's orders should include:
    - Student Name
    - Medication and Dosage
    - Time to be Given
    - Parent Signature
    - Date
  - d. New doctor's medication orders and parent/guardian consent form are required at the beginning of each school year.
  - e. Parents/Guardians of students requiring immediate medical attention for allergic reactions to insects or allergens should complete the necessary forms sent to them. An emergency plan will be initiated. Emergency medication will be provided by the parent/guardian.
2. Non-prescription over-the-counter medication (OTC):
- a. Parents/Guardians must write a legible request to give OTC medication. This must include:
    - Date
    - Student Name
    - Name of Medication
    - Time to be Given
    - Dose
  - b. Parent/Guardian must supply the medication.
  - c. A doctor's order is required for any OTC dosage beyond the manufacturer's recommendation.
  - d. Complementary, holistic medications will be considered as OTC medication and follow OTC requirements.
3. Self-Administration of Medication
- a. Certain medications can be self-administered, such as inhalers, epi pens, OTC, and insulin for secondary students with LSN permission and/or knowledge and parent's written permission.
  - b. Inhalers, epi pens, and insulin may be carried and used by students with:
    - Doctor's order for prescription medication. (See IV. C. I. a)
    - Parent/Guardian written permission. (See IV. C. 1. c)
    - LSN knowledge of student carrying the medication
  - c. Secondary students are allowed to carry OTC medication for their own personal use only if:
    - Parent/Guardian fill out the required paperwork for OTC medication. (See IV. C. 2)
    - LSN is aware and approves the student's carrying the medication.
    - Student does not violate the right by inappropriate use or sharing the medication with other students.

- d. Parent/Guardian must supply the medication.
  - e. Student will be responsible for taking the medication on their own without sharing medication with other students.
  - f. The right to carry their own medication may be revoked if they are sharing or misusing their medication.
4. Preparation/guidelines for the administration of medication by designated personnel:
- a. Doctor's prescription on file. (See IV. C. 1. a)
  - b. Parent/Guardian paperwork on file. (See IV. C. 1. c)
  - c. Prescription medications are counted by two people, preferably the parent/guardian and health para. The medication count will be entered on the medication sheet with:
    - Date
    - Number of Pills
    - Initials of the two individuals who counted the medication.
  - d. Procedure to administering medication by designated personnel:
    - Must wash their hands first.
    - Identify the 5 Rights before administering medication:
      - Right Person
      - Right Medication
      - Right Dosage
      - Right Time
      - Right Route
    - Must appropriately document administration of medication on student's medication form.
    - Medication must be given within 30 minutes of the designated time.
5. Designated school personnel may refuse to administer prescribed medication to any child if the necessary paperwork is not fully and accurately completed.
6. Medication errors will be reported as soon as discovered to the LSN. Parents will be notified. Recommendations from a doctor, pharmacist, and/or poison control will be used to implement measures to provide for the student's well-being.
7. If the student refuses the medication or consistently does not come for their medication, the parent/guardian and LSN will be notified. A plan to rectify the situation will be determined by the parent/guardian, student, and LSN.
8. For field trips during which a student will require medication, the teaching staff will inform the health office at least one day prior to the field trip.

- a. Medications in the form of pills will be placed in a pill envelope with the student's name, medication, dosage, and time. The designated staff will be responsible to give the appropriate medication at the correct time to the student.
  - b. Medications given a route other than oral must be administered on an individual basis as determined by the LSN.
9. Medications must be kept in a locked, secured cabinet.
- a. The exceptions would be for:
    - (1) Inhalers, epi pens, and insulin, which frequently need to be readily accessible.
    - (2) Medications needing to be refrigerated, which are not locked, but kept in refrigerators that do not also store food.
    - (3) Field trips and emergency school evacuations, where they need to be kept secure with a responsible adult.
  - b. Access is restricted to designated school personnel.
10. Any misuse and/or questionable tampering of medication needs to be reported to the LSN and as necessary, to law enforcement.
11. Parent/Guardian will be notified:
- a. When more medication is needed for their child.
  - b. At the end of the school year, they will receive a request to pick up their child's medication. If not picked up by the designated date, it will be discarded.
  - c. When their child appears to be having a reaction to their medication.
  - d. If there has been a medication error.
  - e. When their child is not taking their medication as prescribed.
  - f. If there is any misuse and/or sharing of medication.
12. Any discarded medication must be witnessed by two people and documented as such.
13. A sharps box will be available in each health office for disposal of needles, lancets, and other sharp biomedical supplies.
14. In the event of a school evacuation, the health paraprofessional will be responsible to bring the prescription medications along with the medication log and keep them secure.

D. Roles and Responsibilities

1. The district administrative staff and LSN, under the direction of the School Board, is responsible to see that medication policies and procedures are followed; people are hired, assigned, and trained to administer medication; the procedures are performed safely and consistently; and all necessary documentation is completed.
2. The district has a provision whereby designated school staff administering or assisting with student medications receives training and assistance in providing or assisting students with safe medication administration.
3. The School Board will review and revise the medication policy and administrative procedures as needed, but at least every two (2) years.