

Medication at School

Purpose

This procedure provides guidance for delegating, training and supervising district staff in the administration of prescribed and non-prescribed medications to students at school or during school-related activities, as well as medication storage and maintenance of records.

Scope

This procedure applies to administrators, the school nurse, district staff, parents or guardians and students.

Procedure

1. ADMINISTRATION OF MEDICATION

- 1.1. Working collaboratively with school administrators, a licensed registered nurse (“school nurse”) or licensed designee is responsible for overseeing the administration of prescribed and non-prescribed medications to students, including the delegation and training of un-credentialed school employees and determining the competency of those individuals willing and able to assist the nurse and/or administer medication to students.
- 1.2. Each school principal will authorize at least two (2) staff members to administer prescribed or over-the-counter non-prescribed oral or topical medication, eye drops or ear drops (“medication”). These designated staff members, and other staff as needed for the care of students, will participate in an in-service training session conducted by a registered nurse at the beginning of school each year.
- 1.3. These prescribed or over-the-counter medications may be dispensed to students on a scheduled basis upon written authorization from a parent or guardian with a written request by a licensed healthcare provider (LHCP) prescribing within the scope of his/her prescriptive authority (using Form 3416F1-Authorization for Administration of Medication at School).
 - 1.3.1. “Oral” medications are administered by mouth either by swallowing or by inhaling and may include administration by mask if the mask covers the mouth or mouth and nose.
 - 1.3.2. If the medication is to be administered more than fifteen (15) consecutive days, the written request must be accompanied by written instructions from a LHCP.
 - 1.3.3. The prescribed or over-the-counter non-prescribed medication must be properly labeled (student name, dosage and strength, schedule), unexpired and be contained in the original container.
 - 1.3.4. Authorization/requests will be valid for not more than the current school year. A new authorization form should be completed and submitted when medication/treatment orders change.

- 1.4. Nasal inhalers, suppositories and non-emergency injections may not be administered by school staff other than registered nurses and licensed practical nurses.
- 1.5. No prescribed medication will be administered by injection by staff except when a student is susceptible to a predetermined, life-endangering situation.
 - 1.5.1. The parent or guardian will submit a written statement (using Form 3413F1-Student Health Conditions) acknowledging a child has a life-threatening health condition and granting a staff member the authority to act according to the specific written orders and supporting directions provided by the LHCP prescribing within his/her prescriptive authority (e.g., medication administered to counteract a reaction to a bee sting). Such medication may be administered by staff trained by the supervising registered nurse to administer such an injection.
 - 1.5.2. Written orders (Form 3416F1-Authorization of Administration of Medication at School and the Emergency Care/504 Plan & Medication Orders documented in the individual student “care plan”) for emergency medication, signed and dated, from the LHCP prescribing within his/her prescriptive authority should:
 - (a) State that the student experiences a health condition (such as an allergy) which may result in an anaphylactic reaction.
 - (b) Identify the drug, the mode of administration, and the dose.
 - (c) Indicate signs and symptoms, when medication and/or an injection should be administered based on time of exposure to the allergen and last dosage.
 - (d) Prescribe follow-up care, administration of additional medications, and/or transportation to a hospital.
 - 1.5.3. Staff responding and/or administering care will document the time and events occurring in a life-threatening situation with a student and will submit the documentation and/or report to the school nurse, EMTs, LHCP and parents or guardian, as warranted.
- 1.6. Under limited circumstances and with pre-approval of the LHCP, school nurse and/or principal, a student may carry and self-administer medications necessary to his/her attendance at school. Permission will be granted on a case-by-case basis. The school nurse will, under the guidance of the LHCP, develop and oversee a care plan for the student. The student must demonstrate to the school nurse and/or LHCP the proper technique and capability for self-administering medication.
- 1.7. All staff will be trained as necessary for administering emergency medication during field trips and other school-related activities. The school nurse or designee(s) will oversee the transfer of medication to and from the staff member designated to administer medication during these activities. Staff members responsible for

medication administration during field trips and other activities will sign and/or document administration information on the Medication Administration Log.

- 1.8. If an error occurs during the administration of medication, the staff person making the error will follow appropriate student care procedures as directed by the school's registered nurse and report the situation to him/her as soon as possible. The school nurse will notify the parent or guardian as soon as possible and notify administrators as appropriate to the situation. The error will be noted on the Medication Administration Log, and the school nurse and staff person making the error will complete Form 3416F4-Medication Administration Incident Report to be included in the student health file.
- 1.9. School personnel accepting delegation by the school's registered nurse and responsibility for the administration of medication to students are obligated to perform these duties according to the nurse's and LHCP instruction, training and district procedures. A record of training and skills assessment will be kept on each staff member designated to administer medication. When district procedures, protocols and licensed healthcare provider instructions are followed, designated staff may be released from liability according to current state law.
- 1.10. The registered nurse will inform the school and/or district administrator when a situation warrants the school's discontinuation of administering medication to a student. The district will provide notice orally and in writing to the parent or guardian in advance of the discontinuance, and document such notification and the discontinuance in the student health file.
- 1.11. If the school receives a request from the parent or guardian for the discontinuance of medication, the school nurse will contact the prescribing LHCP to obtain written verification that the student's condition and/or healthcare orders have changed and medication administration should be discontinued. The school nurse or designee will provide written acknowledgement of the request and LHCP confirmation of the discontinuation of medication treatment to the parent or guardian. Records of the discontinuation and LHCP orders will be kept in the student health file.

2. HANDLING, STORAGE AND RECORDS OF MEDICATION

- 2.1. The dispenser (school nurse or designees) of prescribed or non-prescribed medication will:
 - (a) Collect the medication directly from the parent or guardian (students should not transport medication to or from school), and collect Form 3416F1, properly signed by the parent or guardian and by the prescribing licensed healthcare provider.
 - (b) Create and maintain all pertinent instructions and documentation of medication administration in the student health file. The school nurse and designee(s) are responsible for overseeing and maintaining privacy and confidentiality of student health information as required by law.

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- (c) Store the prescribed or non-prescribed medication (not more than a thirty [30] day supply) in a locked, substantially constructed cabinet or secure container if refrigeration is required. The school nurse or designee is responsible for controlling access to and the safe-keeping of all medication.
 - (d) Maintain a daily record, Form 3416F3-Medication Administration Log, which indicates when the prescribed or non-prescribed medication was dispensed and other pertinent information.
 - (e) Provide notification to the parent or guardian via school notices and an individual phone call to pick up unused and/or no longer needed medication by the last day of school. If the parent has not retrieved the medication prior to the first day of the next school term, the school nurse or designee will destroy the medication according to current practice and document the date and method of destruction.

Supporting Documentation

3413F1-Student Health Conditions

3415F1-Section 504 Plan for Diabetic Care

3416F1-Authorization for Administration of Medication at School

3416F2-Receipt for Medication

3416F3-Medication Administration Log

3416F4-Medication Administration Incident Report

Document History

Action:	Date:
New	May 21, 2014
Revised	
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