

MEDICATION ADMINISTRATION POLICY

Definitions

- **Medication:** All prescribed medications, over-the-counter medications, and chemical/homeopathic substances and compounds that act to aid in a person's health or well-being or to treat disease.
- **Over-the-Counter:** Non-Prescribed medications
- **Chemical/Homeopathic substances and compounds and Natural Remedies, herbs, and vitamins:** These drugs are not tested by the US food and Drug

Administration for safety of effectiveness. This lack of safety information limits their appropriate use in the school setting. In accordance with the American Academy of Pediatrics Policy Statement-“Alternative medications, such as herbal or homeopathic medications, are not tested by the US Food and Drug Administration for safety or effectiveness. Lack of safety information for these medications limits their appropriate use at school. State and district medication policies should be used for alternative medications. These medications should never be administered without a written physician order. State and district policies should also address experimental medications and medications administered at doses in excess of manufacturer guidelines.”

- **Self-Administration:** Student taking any medication without supervision or intervention of a school nurse/qualified staff member. This would be after student was given the approval to do so.
- **Emergency/Urgent:** An illness or allergic reaction that requires immediate response and if left untreated could lead to loss of life.
- **Qualified Staff:** A licensed nurse (LPN or RN) or an unlicensed assistive personnel (UAP) with a minimum of a high school education or equivalent who has completed the required training.

HANDLING, STORAGE, AND DISPOSAL

The parent/guardian must deliver the medication to the school and to a qualified staff member. Medication must be in the original and properly labeled container.-All medication; prescription and non-prescription, must be in the ORIGINAL bottle. For prescription medications, please ask your pharmacist for a duplicate bottle, so one can be kept at home and one at school. Both bottles should contain the name and phone number of the pharmacy, student's name, physician's name, medication name, and instructions

with dosage for administration.

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School personnel receiving the medication should document the quantity of medication delivered. The parent verifies the quantity by his/her signature, if needed designated school personnel may be the second verifying signature.

In extenuating circumstances, the medication may be delivered by another person; provided, that school personnel are notified in advance by the parent or guardian of the arrangement and the quantity of medication being delivered to the school.

All medications to be supervised by school personnel should be kept in a securely locked cabinet. Access to stored medications should be limited to persons authorized to supervise medications. Access to keys and knowledge of the location of keys should be restricted to the maximum extent possible.

Parents/Guardians may retrieve the medication from the school personnel at any time. Parents/Guardians are responsible to pick up unused medication when a student is finished or within one week of the last day of school. If medication is not picked up within one week after school is out, it will be destroyed.

DOCUMENTATION AND RECORD-KEEPING

Each school that assists students with the self-administration of medications should maintain a medication record for each student.

- At a minimum, the record should include a daily log and a parental authorization to assist with self-administration form.
- The daily log should contain:
 - the dose or amount of medication taken.
 - the date and time that medication was taken, or omitted, including reason for omission.
 - the full signature of the school personnel assisting with self-administration. If the medication is taken more than once in a school day, the personnel assisting the student may initial the record, subsequent to signing a full signature.
- All documentation should be recorded in ink and should not be altered.
- The completed medication record and records pertinent to self administration are filed in the student's cumulative records.

REPORTING AND DOCUMENTATION OF MEDICATION RECORDS

A medication error includes any failure for a particular student to take a medication as noted on the parent/guardian authorization form.

This includes:

- failure to take the correct medication;
- within the appropriate time frames;
- in the correct dosage;
- to the correct student;
- by the correct route.

In the event of a medication error, school personnel should notify the parent or guardian immediately, and should document the effort to reach the parent or guardian. The parent or guardian should be responsible for contacting the physician, if necessary.

Medication errors should be documented by school personnel on the medication error report. These reports should be maintained in a designated location or in the student's health record.

School personnel should review reports of medication errors and take necessary steps to ensure appropriate medication administration in the future.

ADMINISTRATION OF MEDICATION

Self Administration

A student may be responsible for taking his/her own oral medication without assistance from school personnel. Prior to each school year and upon parent request, a ***Request and Authorization for Medication in School form*** must be completed by the parent choosing option II. If the medication is not a prescription or is not taken for an ongoing condition a physician's signature is not required. With option II the student may have one day's dosage in his/her possession each school day. The medication is to be kept in the original container.

Staff Administration

The ***Request and Authorization for Medication in School form*** should be completed by a parent/guardian. This form is required for all medications, whether prescription or over-the-counter, including cough drops and homeopathic medications. If the medication to be given is prescription medication, the form must also be completed by a physician. This includes long-term medication, such as ADHD medications, and short-term medication, such as antibiotics. Homeopathic medications will also require a physician order and signature prior to administration. Over-the-counter medications may be

administered by qualified staff member, but will need to be supplied by the parent/guardian and a ***Request and Authorization for Medication in School form.***

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Prescription and over-the-counter medications will be given to student as per the written instructions on the Request and Authorization for Medication in School form by the school nurse or designated personnel.

OUT OF SCHOOL ACTIVITIES

In the event of a school-sponsored field trip, the student's medication will be sent with designated personnel in the amount to be administered during the activity unless otherwise specified by a parent/guardian, this includes rescue inhalers and EpiPens.

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WEST CENTRAL SCHOOL DISTRICT