

### **Medication at School Procedures**

1. In the event that there exists a valid health reason which requires the involvement of school personnel in the administration of any medication to a student during school hours or the hours in which the student is under the supervision of school officials, the following procedures shall apply:
  - 1.1 **Non-prescription (over-the-counter) medication.** Parent(s)/guardian(s) must request in writing the administration of any non-prescription medication by school personnel, in accordance with policy 3416.
  - 1.2 **Prescribed medication.** Prescription medication which is to be administered by school personnel must be delivered to the school by the parent(s)/guardian(s) and be in the original labeled pharmacy container with a current date, student's name, name of medication, dosage, mode of administration, storage notations and name of prescribing physician or dentist. It must also be accompanied by the licensed health professional's written authorization and instruction.

Prescription medications include antibiotics, but also include the controlled classes of Schedule II, III, IV and V drugs, all of which have a potential for abuse. Examples of Schedule II drugs are medications such as Ritalin and Adderall. Examples of Schedule V drugs are those with lower potential for abuse, such as Tylenol with Codeine and Codeine cough syrups.
2. Each school principal shall designate not less than two (2) staff members to administer prescription or non-prescription oral medication. These designated staff members will participate in an inservice training session conducted by a physician or registered nurse prior to the opening of school each year.
3. Training of staff members shall be done yearly. The annual training shall be conducted by a registered nurse; see form 3416.5X. Training shall include instructions for the handling, identification, and delivery of proper dosage of medication and recording procedures. The training shall deal with the following:
  - 3.1 Administrative Procedures Regarding Student Medication (form 3416.3X)
    - 3.1.1 Receive medication from home and administer them in a consistent manner.  
**DO SO ONLY WITH PROPERLY COMPLETED PARENTAL AND PHYSICIAN PAPERWORK.**
    - 3.1.2 Administer medication by authorized school district staff ONLY.
    - 3.1.3 Store medication in locked area.
  - 3.2 Parent Request for District Assistance in Administering Approved Medication to a Student (form 3416.1X)
    - 3.2.1 File licensed health professional's orders with individual student logging sheet in the student's medication notebook or file.

- 3.2.2 If a student misses a dosage time, the student shall be called on the intercom or sent a call slip. Record this action on the Medication Log form 3416.4X. In the case of missed or delayed medication, more than one (1) hour after designated time for the dosages, the school nurse must be contacted prior to administering the medication.
      - 3.2.3 If parent(s)/guardian(s) requests medication administration outside the parameters of the physician's or dentist's order, contact the school nurse.
      - 3.2.4 In the case of medication errors, contact the school nurse immediately.
    - 3.3 For short term situations, such as field trips, choose one of the following, prioritized actions:
      - 3.3.1 The parent(s)/guardian(s) accompanies the student and administers the medication.
      - 3.3.2 A pre-trained staff member accompanies the student and carries and administers the medication.
      - 3.3.3 The student carries the medication and self-administers, with proper parental and licensed health professional permission.
      - 3.3.4 The student stays at school and is offered an alternative educational experience.
4. All prescription medications must be stored in a locked or limited access facility in original, properly labeled prescription bottles.
  - 4.1 The label shall include the student's name, medication name and strength, instructions for dispensing, and the name of the prescribing licensed health professional.
  - 4.2 Parent(s)/guardian(s) will be notified immediately by the school in case medication administered by the school is lost, damaged, stolen, broken, or another occurrence has caused the medication unexpectedly to not be available.
  - 4.3 An attempt will be made by the school district to contact parent(s)/guardian(s) for disposal of medications remaining at the end of the prescribed period or at the end of the school year. If unable to contact the parent, medications will be destroyed by designated school staff.
5. Standardized district medication record forms will be maintained at each school.
  - 5.1 Upon approval of a *Parent Request for District Assistance in Administering Approved Medication to a Student*, form 3416.1X, the parent(s)/guardian(s) will be informed that it will be considered current and unexpired for a maximum period of one (1) school year, but in no event will it be valid from one school year to the next.
  - 5.2 If medication is brought to school without a properly completed medication request and authorization form, and if school staff is asked to administer the medication, the school shall inform the parent(s)/guardian(s) of district policy and procedures.

- 5.3 At the end of each school year, medication records shall be placed in a file and stored consistent with district policy.
- 5.3.1 Approximately two (2) weeks before the end of the school year, health services will send home letters to all parent(s)/guardian(s) of students receiving medications indicating the following:
- parents are requested to pick up unused medication by the end of the school year;
  - if not picked up, unused medication will be appropriately disposed of by the district at the end of the school year; and
  - requests for medication administration must be renewed each year and a form for that purpose is included with the district's notification letter.
- 5.3.2 The year-end disposition of medication request forms, recording sheets and training forms is as follows:
- all medications left at the end of the school year are counted and recorded on the appropriate student's medication log form and co-signed by two (2) school staff persons;
  - the medication is then disposed of appropriately by flushing them in the toilet, witnessed by two (2) staff persons;
  - all medication request forms, recording logs, and staff training sheets are placed in an envelope labeled *Medication Records*, with the school year noted; and
  - these records are sent to Health Services to be stored as required by school district policy.
- 5.4 In cases of need to discontinue medication, the school nurse will advise the school if discontinuance of medication is appropriate and assist in attempts to inform the parent(s)/guardian(s)/ licensed health professional. Legitimate reason for discontinuing administration of medication would include, but not be limited to:
- 5.4.1 lack of cooperation with the student, parent(s)/guardian(s), and/or licensed health professional and the district;
- 5.4.2 an unexpected and/or adverse medical reaction to the medication at school, such as mood change or allergic reaction;
- 5.4.3 any apparent change in the medication's odor, appearance, or other characteristics that cause district staff to question the quality of medication; or
- 5.4.4 expired medication expiration date.

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