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## MEDICATION ADMINISTRATION POLICY AND PROCEDURE

Indiana School Laws allow the school nurse or other designated school personnel to assist students who are required to take medication during the school day. The purpose of this service is to help each student maintain or improve his/her potential for education and learning. The intent of this policy is to provide safe, effective administration of medications for those students who require them.

- ✓ Only those medications that **must** be given during school hours will be administered.
- ✓ **Prescription medications** must be in their original pharmacy labeled container with the students name, the date the prescription was filled, the prescriber's name, and dosage directions printed on the label.
- ✓ **Non-prescription medications** must be accompanied by a signed **Parent Request to Administer Over-The-Counter Medications Form and the medication in it's original packaging**. Dosages will be dispensed according to the manufacturers' recommendation.
- ✓ ALL medications must be FDA-approved and kept in the original container. Prescription medications must be in a pharmacy bottle labeled correctly with the dosage and times to give, matching the physician's order. The student's name must be on the bottle.
- ✓ Any change in medication, dosage, or time to be given, must be in written form with the parent and healthcare provider's signature.
- ✓ All medications to be used during the school day must be given to the school nurse or her designee at the start of the school day.
- ✓ Medications are kept under lock and key and are dispensed by the school nurse or her designee.
- ✓ It is the responsibility of the parent/guardian to make sure the medication is delivered safely to the school nurse or her designee.
- ✓ Unused medications will not be sent home with students.
- ✓ Unused medications should be picked up by the parent or guardian within one week of the last dose and will be disposed of if not picked up within one week.
- ✓ All medications must be picked up by the last day of the school year. Medications left at school after the last day of school will be disposed of properly.



## Procedure and Practices, including responsible person(s):

### Medication Consent

The School Nurse, or designee, will administer medication only if:

- the parent/legal guardian has provided written consent (Medication Administration Form)
- the medication is available in an original labeled prescription or manufacturer's container that meets the safety check requirements.

#### 1. Prescription Medication

- parents/legal guardians will provide the medication in the original, container that is labeled by a pharmacist with the child's name, the name and strength of the medication as well as:
- the date the prescription was filled
- the name of the health care provider who wrote the prescription
- the medication's expiration date
- and administration, storage, and disposal instructions

#### 2. Nonprescription Medication

- parents/legal guardians will provide the medication in the original packaging
  - the medication will be labeled with the child's first and last names
  - specific, legible instructions for dosage, time, and how the medication is to be given, and the number of days the medication will be given as well as proper storage
  - the name of the health care provider who recommended the medication for the child
- Instructions for the will be provided to the School Nurse, or designee in writing by the health care provider for prescription medications and by parent note for non-prescription medications.

3. A health care provider may state that a certain medication may be given for a recurring problem, emergency situation, or chronic condition or prevention. Example: sun screen, acetaminophen, Epi-pen. The instructions should include the child's name as well as:

- the name of the medication
  - the dose of the medication
  - how often the medication may be given
  - the conditions for use
  - any precautions to follow
  - potential side effects
- A child may only receive medication with the permission of the child's parent/legal guardian.



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## Staff Documentation:

1. Staff administering medications to children will be trained in medication procedure by the school nurse and record of training will be kept in staff's file.
2. Staff giving medications to will document the time, date and dosage and route of the medication given on the child's Medication Administration Form and will sign each time a medication is given. Notation of failure to provide medication, at the prescribed time as requested by a physician or parent will also be noted.
3. Staff will report and document any observed side effects on the child's individual medication form.
4. Staff will provide a written explanation why a medication was not given.
5. Outdated Medication Authorization Forms and documentation will be kept in the child's file.
6. Staff will only administer medication when all conditions listed above are met.

*Medication authorization and documentation is considered confidential and must be stored out of general view.*

## Medication Storage:

1. Medication will be stored as follows:
  - Inaccessible to children, locked
  - Separate from staff or household medication
  - Protected from sources of contamination
  - Away from heat, light and sources of moisture (not in the kitchen or bathroom)
  - At temperature specified on the label (refrigerated if required)
  - So that internal (oral) and external (topical) medications are separated
  - Separate from food
  - In a sanitary and orderly manner
2. Controlled substances (i.e. Ritalin) will be stored in a locked cabinet and records of delivery of these medications to school nurse and administration logs will be kept by the school nurse.
3. Medications no longer being used will promptly be returned to parents/guardians or discarded.



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4. Medication will not be used beyond the date of expiration on the container or beyond any expiration of the instructions provided by the health care provider. Instructions which state that the medication may be used whenever needed will be reviewed by the health care provider at least annually.

## Self-Administration by Child

A school-aged child will be allowed to administer his or her own inhaler or Epi-pen only when the above stated requirements are met

AND:

1. A written statement from the child's Health Care Provider and parent/legal guardian is obtained, indicating the child is capable of self-medication without assistance
2. The child's medications and supplies are inaccessible to other children.
3. Staff must observe and record documentation of self-administered medications.

## Medication Administration Procedure

1. Wash hands before preparing medications.
2. Medication errors will be controlled by checking the following six items each time medication is given:
  - Right Child
  - Right Medication
  - Right Time
  - Right Dosage
  - Right Route
  - Right Documentation
3. Prepare medication on a clean surface away from diapering or toileting areas.
4. Do not add medication to the child's bottle or food.
5. For liquid medications, use clean medication spoons, syringes, droppers, or medicine cups that have measurements on them (not table service spoons) provided by parent/legal guardian.
6. For capsules/pills, medication is measured into a paper cup and dispensed as directed by the Health Care Provider/legal guardian.
7. Wash hands after administering medication.



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8. Observe the child for side effects of medications and document on the child's Medication Authorization Form.
  9. When a medication error occurs, the Regional Poison Control Center and the child's parents will be contacted immediately. The incident will be documented in the child's record at the facility.