

Administration of Medications

ADMINISTRATION OF MEDICATIONS *Policy Code: 6130*

A. The Board of Education discourages the use and administration of medication at school but realizes that sometimes it is necessary for the health of the student.

B. All medications that can be given outside school hours without adversely affecting the health of the student should not be administered at school during school hours.

C. In the event medication is to be administered by school personnel in consideration of A and B above, written authorization by the student's parent (guardian or custodian) shall be required. In addition, the following guidelines should be adhered to:

1. Short-term administration of medication (14 days or less): requires parent written authorization only.
2. Long-term administration of medication (more than 14 days): requires both parent authorization and physician authorization. This applies to prescription and over-the-counter medications.
3. All medication must be in the original container or a pharmacy bottle and must be clearly labeled.
4. The parent should deliver medication to school rather than have the student carry medication to school. The parent should also pick up medication remaining after administration. All medication will be discarded within seven (7) days after last administration.
5. The "Authorization of Medication for Students in School" form can be used for parent and physician authorization. This form is valid for a period of one school year. A copy of this form is included with this policy.
6. The principal will designate staff members who are responsible for administering medication. It is the responsibility of the principal to see that the staff administering medication adheres to these guidelines.
7. All medication must be in a secure and safe place. Controlled substances (all Class II drugs) such as Ritalin, Adderall and Dexedrine should be locked, whenever feasible.
8. A medication log must be maintained by the staff member administering medication. A copy of this log is included in this policy.
9. Medication must be given as directed by the physician. This includes correct dosage and correct time. If an error is made, the parent or guardian should be notified and a Medication Incident Report should be

completed. (One copy to the principal and one copy to the School Nurse).

10. Employees should not give a student any medication not brought by the student's parent. Examples include aspirin, Tylenol, and antibiotic ointments or spray.

11. Each school should have a system in place to avoid missed doses of medication. In the event that a dose is not given, the parent or guardian should be notified and a Medication Incident Report should be completed. (Copy of report included.)

12. The staff member administering medication should observe the student as he takes his medication.

13. Medication Logs should be kept on file at the school until the student graduates, plus three (3) years. The log should not be kept in the cumulative folder.

14. The school nurse will be available as a resource for the staff's questions regarding medication.

15. The school nurse will conduct a medication audit twice yearly. (A copy of the audit tool to be used is included with this policy). After the audit, a copy shall be given to the principal and Lead Nurse and a copy retained for the school nurse's file.

16. The principal at each school is responsible for educating parents regarding medication policies. (A sample letter is included in this policy).

D. Middle and high school students are allowed to carry asthma inhalers unless otherwise specified by physician. The "Authorization of Medication for Students in School" form will be used for parent and physician authorization.