

## Medication Policy

Medications are identified as any prescription and nonprescription drug taken by mouth, inhaled, injected, applied as drops to eyes or nose or applied to the skin.

### Prescription

- Must be ordered by a licensed healthcare provider who is authorized to prescribe.
- The Medical Authorization Form must be signed by the authorized prescriber and the parent/guardian.
- Orders must be renewed annually.
- The Medical Authorization Form is required for each medication.

### Medications

- All prescription medications must be brought to school in the correct prescription bottle.
- If the parents/guardian are unable to bring prescription medications, the school designee should be informed that the child is bringing the medications and how many pills are in the container.
- All controlled prescription medications brought to the school, need to be checked in before the school designee and witnessed by a responsible employee. A list of controlled prescription medications can be found at <http://www.deadiversion.usdoj.gov/schedules/>
- Prescription medications must be kept in a labeled container with name, medication name, dose, frequency, route of administration, Dr, date of prescription and expiration date.
- Prescription medications must be stored in a locked cabinet, room or cart (except for self-administered medications.)
- Prescription medications will be removed from school one week prior to the expiration date or the end of the school year.
- Parents must pick up controlled substances. All prescription medications left on the day school ends will be properly disposed of.

### Administration

- The parent/guardian should give the first dose of any new medication – prescription or over the counter.
- Medication must be administered by one adult, in the presence of another adult (except when an emergency threatens the life of the student.)
- A Medication Administration Record (MAR), by individual, must be maintained each time a medication is administered.
- The MAR includes: student name, name of medication, date and time of administration, dosage and signature of person administering the dose, along with the initials of the witness.

- The MAR should be kept until one year after the student graduates from high school.

#### Self-Administration

- It will be determined by the building principal if the student is able to self-administer and/or self-carry medication. The developmental ability of the student, need to have emergency medication, and safe storage of medication will be taken into consideration when making this decision.
- The Physician Request for Self-Administration of Medication will be filled out and signed by the physician for each medication a student will self-carry or self-administer.
- A record of administration must be kept for students who self-carry or self-administer medication(s).
- The parent/guardian must fill out the Medical Authorization Form if a student will self-carry or self-administer medication.
- This plan must be renewed annually.
- All medication must be kept in the correct labeled container prepared by a pharmacy.
- The school principal may discontinue the self-administration privilege upon advance notice to the parent/guardian.
- A student who is in need of an inhaler or epi pen will be allowed to carry the medication with them and/or keep them in their backpack and/or classroom. A physician will not need to fill out the Physician Request for Self-Administration of Medication Form.
- Each teacher will be notified of a student with a self-carry medication(s).

#### Narcotics and Other Controlled Substances

- The parent/guardian will bring the medication to school in the correct prescription bottle.
- The amount of medication received will be recorded by the school designee on the Medication Intake Form and witnessed by another responsible employee.
- Narcotics or controlled substances will be counted and recorded on a scheduled basis (monthly) and witnessed by another responsible employee.
- No more than a 30 day supply of narcotics will be kept at school.
- There must be a new order and written parent permission every 30 days unless the prescription is written "as needed."
- If the prescription is written "as needed", the prescriber should be contacted every 30 days by the school designee.

#### Over The Counter Medications

- Only a licensed registered nurse may administer over the counter medications.

- Over the counter medications will be administered in accordance to the same guidelines of prescription medications.

#### Liability

- A school designated employee who administers medication in good faith to a student, in the presence of another adult, or in an emergency that threatens the life or health of the student, pursuant to the written permission of the student's parent/guardian, and in compliance with the written permission of a physician, is not liable in a criminal action or for civil damages, as a result of the administration except for an act of omission amounting to gross negligence or willful or wanton misconduct.

#### Staff Selected to Administer Medications

- Plans for the administration of medications will be developed by the building principal.
- This person should be:
  - familiar with all the students.
  - possess good organization skills.
  - handle stress in a calm manner.
  - have coverage/assistance for regular assigned job duties.
  - be in a quiet environment that allows for safe and effective administration of medications.
- Each person assigned to administer medication, must have one person designated as an alternate substitute in case of absence.

#### Administration of Medications on School-sponsored Activities

- Medications should be administered on school-sponsored trips only when absolutely necessary.
- Medications may only be administered when medication has previously been administered, except in an emergency.
- A signed School Trip Authorization Form must be filled out and signed by the parent and kept on file at the school.
- The school principal will determine who may administer the medications and how the record is to be kept.

#### Errors in Medications

If an error in medication administration occurs (missing a dose, giving the wrong dose, giving the dose at the wrong time, giving the student the wrong medication), follow the procedure listed below:

- Contact the building principal immediately.
- Observe the student.
- Take appropriate action. Call 911 if needed.
- The building principal or school designee should contact the parent/guardian.

- Complete the appropriate forms.
- Document specifics of the incident.

#### Stolen/Lost Meds

- If any medication is missing, the building principal should be notified immediately.
- Notification of police may be necessary.
- Parents/guardian should be notified so medication can be replaced.
- An Incident Report Form should be filled out and filed in the student's record.

#### HIPAA (Health Information Portability and Accountability Act)

- If the school designee has concerns about the medical orders or wants to share information that may be relevant to the treatment regimen with the physician, the school designee may communicate with the physician without written orders from the parent/guardian.