

Guidelines

Student ● Use of Medications 5330

Use of Medications Procedures

In order to make it possible for students to follow the physician's orders concerning medications taken at school, the following guidelines are established for the safety and protection of the students, classroom peers, and the school personnel involved:

- A. Students requiring medication at school shall be identified by parent/guardian to the building principal. S/He will notify the School Nurse. The Nurse will assume authority for delegating administration of the medication to designated school personnel in consultation with the building principal. This does not prohibit the reliable student from assuming the responsibility of self-medicating with the approval of parent/guardian and independent licensed health practitioner.
- B. Designated school personnel shall be trained by the School Nurse regarding policy, administration of medication, and treatment concerns.
- C. After identification of the student, the School Nurse shall make a parental contact, if more information is deemed necessary.
- D. A signed permission statement shall be required of the parent/guardian to request and authorize the designated school personnel to give prescribed medication and non-prescribed medication or to authorize self-administered medication, according to District Policy. Drug name, dosage, administration time, and reason for medication use shall be included on the signed statement. If more information is needed by the school authorities to exercise prudent judgment for the safety and protection of the student, permission shall be obtained from the parent/guardian to contact the independent licensed health practitioner.
- E. Only prescription medications received properly labeled by the pharmacist or prescribing practitioner will be accepted. Over-the-counter medications shall be in their original containers. All medications shall be kept in a locked cubicle or other safe place at school. The student will keep self-administered medications in a safe place.
- F. Taking medication shall be supervised by the School Nurse or other designated school personnel at a time conforming to the indicated schedule. Self-administered medications must be authorized according to prescription and over-the-counter guidelines.
- G. It is important that an accurate and confidential system of record keeping be established for each student receiving medication. Therefore:
 - 1. An individual record for each student receiving medication shall be kept and will include the dosage, effects, changes, continuance or disruption.
 - 2. The classroom teacher and school personnel may be asked to record unusual behavior of the student on medication, and call attention of same to the School Nurse and/or principal.
- H. School personnel shall under no circumstances provide aspirin or any other over-the-counter medication to students without meeting the criteria in A-G listed above.

Approved: May, 2000

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Staff Training for Medication Administration

1. **Policy:**
 - A. **Prescription medication**
 1. Parent authorization necessary
 2. Physician authorization necessary
 3. Labeled container with student's name, medication name, dosage, and administration times prescribed, date prescribed, physician's name.
 - B. **Over the Counter medication**
 1. Parent authorization necessary
 2. Labeled container with student's name, medication name, dosage, times to be administered, and expiration date.
2. **Medication Administration**
 - A. Identify student
 - B. Documentation of administration
3. **Treatment concerns:**
 - A. Notify School Nurse if student has difficulty swallowing medication
 - B. Notify School Nurse if you have any questions or concerns
 - C. Notify School Nurse if scheduled medication is missed 5 consecutive days