



MEDICATION ADMINISTRATION GUIDELINES

I. INTRODUCTION

Prescription or nonprescription medication required by a student should be administered at home by a parent or by the student's medical provider whenever possible. Parents should use every effort to have medication administration set for times other than school hours to avoid disruption of the student's school day. Tyler ISD recognizes that it may be necessary for a student to receive medication during school hours in some instances. When home administration is not possible, authorized Tyler ISD staff may assist in the administration of medications to students during school hours in accordance with these guidelines and Board policy. School nurses will act in compliance with the Nurse Practice Act (NPA) at all times and not administer medication in a manner that conflicts with their professional duties and expectations under NPA or Tyler ISD policies.

II. ADMINISTRATION OF MEDICATIONS

- A. Tyler ISD staff will only administer those medications that must be given during the school day. If the therapeutic use of the medication can be accomplished by dosage outside of the school day, the medication should not be given at school. A separate request form must be completed for each medication. A physician's order for prescription and over the counter medication is required for each medication.
 - 1 All information requested on the form must be provided before any medication may be administered.
 - 2 A new written request must be completed for any changes to the original request.
 - 3 A request is valid for the current school year and must be renewed at the beginning of each school year.
 - 4 The school nurse is responsible for maintaining the request form.
 - 5 A properly labeled prescription medication is one with a pharmacy label that includes the student's name, name of the medication, dosage that matches the parent/doctor request form, physician's name, times and methods of administration and date prescription was filled. The parents should request the pharmacist to dispense two labeled bottles of medication if the medication must be administered at school (one for home, one for school).
 - 6 Any prescription labels that state "use as directed", "as needed" or "prn" must include written clarification from the physician explaining the dosage, frequency and indication for administration.
 - 7 The original bottle should be provided to the school with only the number of doses that are to be administered during school hours.

- 8 Non-prescription medication must be labeled with the student's name. The original, new, un-opened container must indicate a dosage guideline and expiration date for the medication.
 - 9 Medication in plastic bags or other non-original containers will not be accepted or administered.
 - 10 All sample medications (including inhalers) dispensed by physicians must be accompanied by the physician's written authorization/prescription for the administration of the medications.
- B. Except as otherwise provided herein, only the school nurse, nurse substitute, or other authorized school employees may administer medications to students.
 - C. The School shall accept no more than a 30-day supply of a student's medication.
 - D. The school shall not administer expired medications.
 - E. School personnel shall not administer medication in a dosage that exceeds the recommended maximum dosage stated in the most current Physician's Desk Reference (PDR).
 - F. A Registered Nurse must administer the first dose of a new medication that has not been previously administered to the student to observe for any adverse reaction to the medication. If a parent brings in a new medication and the nurse cannot be present to administer the first dose, the parent must administer the first dose and remain to observe the student for at least 20 min. An exception to these guidelines (F) would be if the medication was an emergency medication such as glucagon, epinephrine, or rectal diazepam.
 - G. A parent or guardian must pick up all medication immediately after it is discontinued. Medication will be destroyed if not picked up within 2 weeks after the last prescribed dose has been administered. Medication will be destroyed if not picked up by 3 pm the last day of classes.
 - H. A request to administer off-label medications will be evaluated on a case-by-case basis by the school nurse, Director of Health Services and the prescribing physician. Off-label medications are those FDA approved legal medications that are prescribed for non-approved indications in children. (medications prescribed in doses or routes outside the FDA guidelines, medications known to be safe in adults and prescribed without long-term studies demonstrating safety in the pediatric population, or medications approved to treat one type of medical condition, but being prescribed for a different medical condition)

III. REFUSAL OF MEDICATION

If a student refuses to take a medication prescribed by the student's physician and for which the parent has requested be administered at school, school personnel will:

- A. Not employ extraordinary means or physically force the student to take the medication.
- B. Contact the student's parent/legal guardian to apprise him/her of the student's refusal to take the medication and offer the parent/legal guardian the opportunity to come to the school to administer the medication.

- C. Contact the prescribing physician, if appropriate.

IV. LOCATION/STORAGE OF MEDICATIONS

Except as provided below, all medication brought to school, including over-the-counter medications, shall be kept in the school clinic.

1. A student will be allowed to carry and self-administer medication when school authorities receive a written request from the prescribing physician that it is medically necessary for the student to have the medicine available for immediate administration. The student's parent must provide written authorization for his/her child to carry and administer the medication and the physician must provide a statement to confirm that the student has demonstrated the ability to self-administer the medication.
 - A. The parent's and physicians written request is valid for one school year and must be renewed at the beginning of each school year.
 - B. The student must demonstrate the ability to properly self-administer the medication and express understanding of safety factors and responsibility related to carrying medication. If the student does not comply with the physician's instructions, TISD will revoke the permission of the student to carry the medication.
 - C. The student must carry the medication in the properly labeled original container.
 - D. Tyler ISD reserves the right to require any medication be kept in the clinic, if in the nurse's judgement the student cannot or will not carry the medication in a safe manner, and properly self-administer the medication
2. Cough Drop Storage: The majority of cough drops contain menthol as their active ingredient. Menthol is derived from peppermint oil which provides a cooling effect on mucous membranes. Due to the minimal problems associated with peppermints or peppermint oil the following are the guidelines regarding cough drop usage:
 - a. Elementary Schools: Students may NOT carry cough drops with them at school. They may bring cough drops to school with a note from a parent and the cough drops will be dispensed by the school nurse.
 - b. Middle and High Schools: Students ARE allowed to carry cough drops with them at school. Cough drops should be non-medicated. A student should bring only enough cough drops for use that day and should not share with other students.

V. TRANSPORTATION AND CHECK-IN PROCESS

All medications must be transported to and from school by a parent/guardian.

Controlled medications

- A. The school nurse or designated assistive personnel will record the number of doses delivered to the school. The parent/guardian should witness the count. Both the person counting medication and the person witnessing the count are to sign the medication form.

VI. DOCUMENTATION

- A. The school nurse shall maintain a separate medication administration record for each student. School personnel shall immediately record each dosage of medication administered on the student's individual medication record when given. The date, time and initials of the person administering the medication are required.
- B. An Incident Report must be completed for any medication error and a copy sent to the Director of Health Services, who will review the report.
- C. The Director of Health Services shall conduct a periodic review of medication administration procedures and documentation.

VII. UNREGULATED MEDICATION

Tyler ISD will not administer home remedies, plants, herbs, vitamins, and other non-traditional forms of medicine at school or school trips unless specifically noted on the student's 504 plan or Individual Education Plan with physician order. This decision not to administer unregulated substances is based, among other reasons, on the following rationale:

All medication administered in the school setting must be approved by the Food and Drug Administration (FDA). The 1999 Dietary Supplement and Health Education Act created a "Supplement" category of pharmaceuticals that includes vitamins, minerals and herb, which do not require proof of efficacy or safety and do not provide standards for purity and equivalence to similar products from other manufacturers. The FDA has not evaluated these products.

- A. The "Texas Standards of Professional Nursing Practice" require the nurse to know the rationale for, and the effects of medications to correctly administer the same.
- B. The purity and consistency of herbal preparations cannot be verified from batch to batch or manufacturer to manufacturer.
- C. Dosage guidelines do not exist for the administration of herbals to school age children.

VIII. MEDICATION ON FIELD TRIPS

- A. Any medication that must be sent on a field trip must be in the properly labeled original container or in a properly labeled unit dosage container. The unit dosage container should contain the required number of pills to be administered on the field trip. A Registered Nurse or other qualified district employee must fill the properly labeled unit dosage container from the original properly labeled container.
- B. A copy of the Parent/Physician Request for Administration of Medication by School Personnel form must accompany each medication to be administered on the field trip.
- C. The parent/guardian may submit written permission for the school to waive a dose of medicine for the field trip if the medication can be safely rescheduled or omitted.

- D. The Principal, person designated by the principal, or authorized school employee who will administer medications on a field trip will follow Tyler ISD District Policies and Guidelines in the administration of medicine.

IX. TRAINING

The school nurse will train all school personnel whom the principal has designated to administer medication prior to their administration of any medication. The school nurse will periodically re-evaluate the skills of the Principal designee to administer medication. Additional training will be provided, as needed, or as otherwise required by law.