

GUIDELINES FOR MEDICATION ADMINISTRATION

The following guidelines have been drafted in the effort to comply with state and federal laws. The guidelines are based on recommendations from both the Kansas State Board of Nursing and the Attorney General's Office.

If at any time during the school year, your child must be given, or self-administer medication in order to attend school, the PERMISSION FOR MEDICATION form must be completed and on file at the respective attendance center, before any medication can be given, or taken by student. A form is printed on the reverse side of this page for your convenience. Additional forms are available at each attendance center, and in local physician's offices.

If you have any questions, please feel free to phone.

The guidelines were developed with the safety of school children being the primary consideration. They are also aimed at minimizing the administration of medications to children during the school day or during school sponsored activities.

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1. This policy addresses non-prescription and prescription medications.
2. The dosage intervals of many medications can be adjusted so that times for taking the dosages come outside school hours. If at all possible, medications should be taken prior to coming to school or after leaving school under parental supervision.
3. The school nurse must review all medication requests prior to initialing their administration. The school nurse may designate and train a non-nurse school employee to administer them.
4. When necessary to administer medication during school hours, written request must be submitted to the school signed and dated by both parent and physician and contain the following:
 - Name of pupil to receive medication and his/her birthdate
 - All Medications (Prescription & OTC) must be in original container/box.
 - Specific directions for administering including time and dosage amounts
 - Reason for medication (signs and symptoms/diagnosis)
 - Expected duration of medication, and certification by the parent that;
 - *At least one dose of the medication has previously been given and no adverse reactions were experienced.
 - *Appropriate USD 415 personnel may exchange information regarding the medication request with the physician and dispensing pharmacy.

(Note: Any change in dosage or schedule will require a new written request with physician signature and new or newly labeled medication containers. Requests must be renewed yearly.)

5. All medications that fall under the category of "controlled substances" will not be carried on the student in the school setting. Such medications will be housed in the health room or office in a locked container.
6. Medications must be provided:
 - *By the parent or legal custodial in amounts such as 20-21 days supply in the original medication container.
 - *In appropriate packaging labeled with the following:
 - >Name of pupil
 - >Prescription number
 - >Name of medication, strength, and original container
 - >Dosage and directions for administration
 - >Date prescription was filled
 - >Prescribing physician's name
 - >When applicable – expiration date, storage instructions
7. It is the responsibility of the parent to assure that the medication and dosage in the container is the same as identified on the affixed label. (Suggestion: Two containers, one for school use and one for home, can be requested from the pharmacy when the prescription is filled.)
8. School employees who administer medication in accordance with authorized physician instructions and BOE policy shall not be liable for damages resulting from adverse reactions suffered because of the medication or because of mislabeled or altered products. In the event of adverse reaction, the pupil will be treated according to standard emergency care guidelines.
9. The school is not responsible if a student misses a dosage of medication.
10. Only oral medications will be administered except in emergency situations.

These guidelines have been endorsed by the Kansas State Department of Health and Environment. They were developed by representatives of the Kansas Dept. of Health and Environment, Kansas Association for School Health, Kansas School Nurse Organization, and Kansas Pharmacist's Association. Representatives from the Kansas State Board of Nursing have reviewed and endorsed the guidelines and the Kansas State Department of Education has provided input.

If you would like your child to use cough drops while attending Hiawatha Elementary School, a note from the parent must accompany the cough drops. This is to avoid a child bringing cough drops without parent's knowledge. A doctor's note is not required. Cough drops should be labeled with the child's name and will be kept at the teacher's desk. If cough drops come to school without a note, **NO** cough drops will be given.