**MODULE I: LAWS, POLICIES AND PROCEDURES**

1. Understanding state laws and school policies and procedures is necessary to decrease the potential liability issues of medication administration in the school setting.
2. Federal Paul Coverdell Teacher Liability Act of 2001 grants liability protection for school personnel who accept the delegation of medication administration and successfully complete the medication administration training course, including demonstrated competency.
3. The three licensed medical professionals who may “prescribe” medication include: MD, Dentist, Nurse Practitioner.
4. Nurses are licensed to administer medication.
5. Unlicensed school personnel may be delegated to administer medications in schools by:

RN, MD, Nurse Practitioner.

1. The length of time that the delegation and training is valid for unlicensed school personnel is the current school year.
2. TRUE: The American Nurses’ Association defines delegation as “the transfer of responsibility for the performance of an activity from one individual to another, while maintaining the accountability for the outcome.”
3. According to 201 KAR 20:400, periodic supervision of a nursing task must be provided by a qualified nurse.
4. False: Supervision of unlicensed school personnel requires that the supervising nurse be physically present in the same school building.
5. FERPA is the federal law that protects the privacy of student educational records, including health records.
6. Information regarding student health information may only be shared with school personnel on a need to know basis.
7. TRUE: All school districts should have written policies and procedures on medication administration.
8. TRUE: All unlicensed school personnel administering medications should be familiar with their district’s policies and procedures for medication administration.
9. The completed medication authorization form signed by the parent/guardian is valid only for the current school year.
10. Prescribed medication should be sent to school in the original labeled container.
11. Name the information a prescribed medication label should include:

A. student name

B. drug name

C. how to give the drug: route, dose, time, site

D. drug dosage

E. quantity prescribed (may not be what the parent/ guardian left at school- refer to count sheet)

F. MD, Nurse Practitioner, Dentist name that prescribed the medication

G. expiration date

H. Pharmacy name and contact number that dispensed the medication

1. FALSE: All medications should be kept in an appropriately labeled, secure, locked cabinet accessible only by responsible, authorized school personnel.
2. FALSE: Unused medication not picked up by the parent/guardian may be flushed down the toilet or sink.
3. FALSE: For field trips, student medication may be repackaged by placing the necessary medication needed into a smaller container and labeled with the student’s name, medication name, and time medication is to be given.
4. Refusing medication is not a medication error and should be documented on the Medication Administration Record (log) as refused.
5. Examples of medication errors include:

A gave to wrong student

B. gave the wrong medication

C. gave the wrong dosage of medication

D. gave the medication at the wrong time

F. gave the medication the wrong route

G. documenting incorrectly

1. Errors made in recording medication on the Medication Administration Record should be marked as drawing a single line through the error, writing “error”, and initialing.
2. If a medication error occurs, immediately notify the delegating school nurse and Principal and complete a Medication Administration Incident Report form.
3. Identify the information needed if contacting the Poison Control Center:

A. Name of medication administered

B. Dosage of medication administered

C. age and weight of student

D. any allergies that the student has including foods

E. any medications, including dosage, that the student takes during the day (school and home if known)

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**Module II: MEDICATION ADMINISTRATION**

Fill in the appropriate responses below. These questions and responses may assist in completing the final exam at the end of this training.

1. Medications that a licensed practitioner orders to treat a particular medical diagnosis or symptoms are called prescribed medications.
2. Give examples of the three types of medications that may be administered in the schools:
3. Controlled/Scheduled:
   1. ADHD/ ADD medications ex: Ritalin, Strattera
   2. Psychiatric medications (mental health) ex: Seroquel, Risperdal
   3. Pain medications ex: Lorcet, Tylenol #3, Percocet, Fiorcet
4. Non-Controlled/Scheduled:
   1. antibiotics
   2. seizure medications
   3. eye/ ear drops
5. Over the Counter:
   1. Tylenol
   2. Chapstick
   3. Cough drops
   4. Tums
   5. sunscreen
6. Important student health information to know prior to administering medication includes: Student name, date of birth, sex and allergies.
7. An unwanted, unexpected or potentially dangerous response to a medication is known as allergic reaction.
8. TRUE: A Licensed Practitioner must write an order (or prescribe) oral medication to be crushed.
9. Chewable tablets are meant to be chewed before swallowing.
10. TRUE: Enteric coated tablets protect the stomach from irritation and therefore should not be crushed or spit.
11. TRUE: Capsules with SR (sustained release) or CR (controlled release) after the name should not be broken or crushed unless the prescription specifically calls for it.
12. Suspensions are a form of liquid medication that must be shaken for 15 seconds before being measured and administered.
13. When pouring liquid medication the label should face the palm of the hand to prevent spilling on the label and causing the label to be illegible.
14. All oral medications should be given with at least 4 to 6 ounces of water or other liquid to allow for easy swallowing.
15. It is important to verify that the student has swallowed the medication by asking them to open their mouth and checking under the tongue, roof of mouth, and cheek for hidden medication.
16. TRUE: When administering eye (ophthalmic) drops, gently pull down the lower eyelid to create a pouch or “pocket”
17. TRUE: When administering ear drops, gently pull the top of the ear (cartilage) back and up and hold.
18. When washing hands, apply soap and rub hands for 20 seconds.
19. List the “Six Rights” of Medication Administration:

A. student

B. medication

C. dose

D. route

E. time

F. documentation

1. It is important to have at least 2 student identifiers when administering medication.
2. TRUE: To ensure the right medication is given to the right student, always compare the medication label on the prescription bottle with the student’s Medication Administration Record.
3. If the medication has been administered but not documented on the Medication Administration Record, there is the potential for severe medication reaction if the medication were to be re-administered.
4. TRUE: The Medication Administration Record is a legal and permanent document and therefore, only ink and never “whiteout” must be used.

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**Module III: Emergency Medication Administration**

Name the three emergency medications that a registered nurse may delegate and train unlicensed school personnel to administer to treat a *life-threatening* event:

Glucagon, Diastat, Epipen/ Avicue

\*\*\*Inhalers and Narcan are very important also\*\*\*

*Diabetes*

1. Another term for a low blood sugar level is hypoglycemia.

2. List three examples of potential causes for a low blood sugar level:

A. too much insulin was administered

B. took insulin without eating or not eating enough

C. miscalculation of carbs and insulin ratios

D. illness

E. physical activity

F. Alcohol consumption

G. pump malfunction

3. Glucagon is the name of the medication used to treat a student’s low blood sugar level when the student is unable to take liquid or food by mouth.

4. TRUE: According to KRS 158.838, each local public school district is required to have at least one school employee on duty during the entire school day to administer Glucagon® in an emergency.

*Anaphylaxis*

5. TRUE: Anaphylaxis is a life threatening allergic reaction that can be fatal within minutes.

6. TRUE: Anaphylaxis can be a reaction to: foods, stinging insects, medication, latex or exercise.

7. List symptoms of anaphylaxis:

A. itching, rash, hives

B. swelling of throat, lips, tongue, eyes, or area around contact of the allergen

C. difficulty breathing, swallowing, talking

D. hacking cough or constantly trying to clear throat

E. abdominal cramps, nausea, vomiting, diarrhea

F. weakness, dizzy, lightheaded, collapse, loss of consciousness

G. paleness, sweaty, heart palpitations

8. Epipen/ Avicue is a prescribed medication that contains epinephrine to reverse the most dangerous effects of an anaphylactic reaction.

9. Once administered, Epinephrine is effective for only 10 to 15 minutes.

10. TRUE: KRS 158.834 and KRS 158.836 permits a student to self-carry and self-administer medication to treat anaphylaxis.

*Seizure Disorders*

11. Epilepsy is a neurological disorder that causes a student to have recurrent seizures.

12. Describe the many different forms of seizures:

A. Generalized Tonic Clonic (Grand Mal) muscle rigidity and violent shaking

B. Absence (Petit Mal) blank stare

C. Complex Partial (Psychomotor) random twitching with a blank stare

D. Simple Partial jerking in 1 or more body parts; hear, smell, taste funny things

E. Atonic (Drop Attacks) sudden fall or collapse but right back up

F. Myoclonic massive jerks but sudden and brief

13. A seizure is generally considered an emergency when (circle the correct answer):

G. All of the above

14. The first two priorities during a seizure are airway and safety.

15. TRUE: The emergency medications Glucagon®, EpiPen® and Diastat® must be checked monthly and the parent/guardian notified one month in advance of the medication’s expiration date.

*Opioid Overdose*

16. TRUE: A person with substance use disorder (drug addiction) does not discriminate and can happen to anyone.

17. TRUE: Some of the reasons students abuse prescription drugs include easy access, to relieve stress or anxiety, to help them study, to get high or to fit in.

18. TRUE: A student abusing Opioid prescription pain pills may switch to heroin because heroin is cheaper than prescription pain pills and more readily available.

19. TRUE: Kentucky Revised Statue, KRS 217.186 allows non-medical school personnel to administer Narcan (naloxone) to another to prevent an opioid/heroin dose from becoming fatal.

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**Module IV: Local School District Policies and Procedures**

1. Describe BRDHD’s policy and procedure for daily medication administration if nurse is present in the building: The student should be sent by school staff at the designated time(s) to the school nurse for administration. If there is an emergency or multiple ill students at that time the school nurse may ask for the medication delegation trained staff member to assist with the medication administration. THANKS FOR YOUR HELP!!!!

2. Describe BRDHD’s policy and procedure for daily medication administration if nurse is absent, at lunch, or is not in the building: The assigned medication delegation trained staff member should administer the medication. THANKS FOR YOUR HELP!!!!

3. Describe BRDHD’s policy for administering Over the Counter (OTC) medication such as Tylenol:

Over the Counter medications, including sunscreen, cough drops, tums, chapstick, Tylenol, motrin, etc. CANNOT be administered by school staff even if they have had the medication delegation training. The ONLY exception is if the parent/ guardian has signed a KY state OTC medication form for the current school year AND has provided the student their own bottle of medication, which is clearly marked for the student.

4. BRDHD school nurses DO NOT attend field trips. Describe BRDHD’s policy and procedure for administering medications to students on a field trip that is during the school day and out of state:

School nurses should be notified during the INITIAL APPROVAL PROCESS OF THE PROPOSED TRIP AND BEFORE FINAL ADMINISTRATIVE APPROVAL IS OBTAINED. A minimum of 2 weeks is required by the school nurse due to the need to verify with other states if KY medication delegation training is recognized for each medication that will be administered while on the trip.

Staff will be responsible for giving only the medications that the school has on file. The school nurse will make copies of the medication orders and Medication Administration Record (MAR) to be taken on the trip. These records and the medication, in the original container, will be given to the staff member who has completed the required medication delegation training. The school nurse will review how to complete the MAR and times medications should be administered. The completed forms must be returned to the nurse upon return to the school. Medications can only be administered by staff that has successfully completed the medication delegation training, per KY State Law. All medications need to be in the possession of the staff member that signed the medication out of the school nurse office. It is preferred that all medications be kept in a backpack, locked money bag, or another safe space.

5. BRDHD school nurses DO NOT attend field trips. Describe BRDHD’s policy and procedure for administering medications to students on a field trip that is during the school day and in state:

School nurses should be notified during the INITIAL APPROVAL PROCESS OF THE PROPOSED TRIP AND BEFORE FINAL ADMINISTRATIVE APPROVAL IS OBTAINED. A minimum of 1 week notice is required per school nurse in order to have time to get all medications to be administered and supplies prepared for trip.

Staff will be responsible for giving only the medications that the school has on file. The school nurse will make copies of the medication orders and Medication Administration Record (MAR) to be taken on the trip. These records and the medication, in the original container, will be given to the staff member who has completed the required medication delegation training. The school nurse will review how to complete the MAR and times medications should be administered. The completed forms must be returned to the nurse upon return to the school. Medications can only be administered by staff that has successfully completed the medication delegation training, per KY State Law. All medications need to be in the possession of the staff member that signed the medication out of the school nurse office. It is preferred that all medications be kept in a backpack, locked money bag, or another safe space.

6. BRDHD school nurses DO NOT attend field trips. Describe BRDHD’s policy and procedure for administering medications to students on a field trip that is an overnight trip:

School nurses should be notified during the INITIAL APPROVAL PROCESS OF THE PROPOSED TRIP AND BEFORE FINAL ADMINISTRATIVE APPROVAL IS OBTAINED. A minimum of 4 weeks is required by the school nurse due to the need to get MD orders and parent/ guardian consent for any medications that are normally taken at home instead of at school. This also allows time for parent/ guardian to check medications in with the school nurse. Also, it allows time for the school nurse to assure that the appropriate medication trained staff will be going on the trip.

Staff will be responsible for giving only the medications that the school has on file. The school nurse will make copies of the medication orders and Medication Administration Record (MAR) to be taken on the trip. These records and the medication, in the original container, will be given to the staff member who has completed the required medication delegation training. The school nurse will review how to complete the MAR and times medications should be administered. The completed forms must be returned to the nurse upon return to the school. Medications can only be administered by staff that has successfully completed the medication delegation training, per KY State Law. All medications need to be in the possession of the staff member that signed the medication out of the school nurse office. It is preferred that all medications be kept in a backpack, locked money bag, or another safe space.

7. BRDHD school nurses DO NOT attend field trips. Describe BRDHD’s policy and procedure for administering medications to students on a field trip that is an overnight trip and out of state:

School nurses should be notified during the INITIAL APPROVAL PROCESS OF THE PROPOSED TRIP AND BEFORE FINAL ADMINISTRATIVE APPROVAL IS OBTAINED. A minimum of 4 weeks is required by the school nurse due to the need to verify with other states if KY medication delegation training is recognized for each medication that will be administered while on the trip. The school nurse also needs this amount of time to get MD orders and parent/ guardian consent for any medications that are normally taken at home instead of at school. This also allows time for parent/ guardian to check medications in with the school nurse. Also, it allows time for the school nurse to assure that the appropriate medication trained staff will be going on the trip.

Staff will be responsible for giving only the medications that the school has on file. The school nurse will make copies of the medication orders and Medication Administration Record (MAR) to be taken on the trip. These records and the medication, in the original container, will be given to the staff member who has completed the required medication delegation training. The school nurse will review how to complete the MAR and times medications should be administered. The completed forms must be returned to the nurse upon return to the school. Medications can only be administered by staff that has successfully completed the medication delegation training, per KY State Law. All medications need to be in the possession of the staff member that signed the medication out of the school nurse office. It is preferred that all medications be kept in a backpack, locked money bag, or another safe space.

8. How does the BRDHD’s policy state all student medication is to be stored?

While at school, ALL medications EXCEPT Emergency medications MUST by locked in a secure cabinet AND behind locked doors unless the school nurse is in the office. Emergency medications should be easily accessible and not locked in a cabinet but if the school nurse is not in the office the ONLY people that should have access to these are the medication delegated staff. They should have a key to the office where they are kept and should be able to get office unlocked quickly.

During field trips, All medications need to be in the possession of the staff member that signed the medication out of the school nurse office. It is preferred that all medications be kept in a backpack, locked money bag, or another safe space.

9. Describe BRDHD’s policy for disposing of unused medication that is not picked up at the end of the year by a parent/ guardian:

NO medications can be kept at school over the summer. ALL medications that are not picked up, including Emergency medications, will be placed in the sharps container with the principal witnessing the disposal. The principal and school nurse will BOTH sign stating the medication and number of pills if necessary that were disposed. In the event that a student is attending summer school, the parent/ guardian will need to pick the medication up from the school nurse and sign it out of clinic and then follow the School District Policy and Procedure for how the summer school medications will be stored. BRDHD is NOT responsible for any medications at the school throughout the summer.

11. Describe BRDHD’s policy and procedure for documenting that a medication was given to a student:

ALL medications that are given MUST be documented on the Medication Administration Record (MAR). The exact time the medication was administered and the administrating staff’s initials should be in the box for the correct date it was given. The Administrating staff will assure that they have signed the bottom of the MAR beside of their initials. If the medication is a controlled substance, the administrating staff will count the number of pills prior to administration of the medication and again after administration of the medication. The administrating staff will document those numbers and the number of pills administered to the student on the controlled count sheet.

12. Describe BRDHD’s policy and procedure for reporting and documenting medication errors:

The administrating staff will immediately notify the school nurse of any error. The school nurse will notify parent/ guardian and the principal. If the school nurse is unavailable, the administrating staff will immediately notify the principal. The principal will then notify parent/ guardian or designate a school staff member to do so.

13. Describe BRDHD’s policy and procedure for how to document any medications the student refused:

If the student refused the medication, the administrating staff should notify the school nurse so they can make every attempt for the student to receive the medication. If the school nurse is not available, the administrating staff will contact the parent/ guardian and document an “R” and the administrating staff’s initials in the box for the correct date the medication was attempted to be administrated. The Administrating staff will assure that they have signed the bottom of the MAR beside of their initials.