

Searcy Public School Health Services

Medication Policy

Administration of medications by school personnel is a board approved procedure. Policy is instituted to meet the health requirements of the individual students during the school day so they may attend school without jeopardizing their health or potential for learning.

School personnel administering over the counter medication will include the school nurse or other unlicensed personnel that has been designated by the individual school principal and has been trained in the proper administration of medication by the school nursing staff. The Arkansas State Board of Nursing and Ark. Code Ann. §17-87-705(a)(3)(B)(b) state that controlled substance prescriptions may not be delegated to unlicensed assistive personnel (UAP) by a school nurse.

Before assuming responsibility of administering medication, designated school personnel will make every effort to determine if the medication can be given outside of school hours. If the need for administration of medication to a student during school hours has been determined, the following guidelines will be followed.

Guidelines for Administration of Medication

1. A written physician's order is required for **ALL** prescription medications to be given at school. **A label on a prescription bottle may serve as a physician's order for 5 days only. Once a parent/guardian signs the parent authorization to give medication form, the form will be faxed by the nurse to the doctor to sign as an order. The school will receive it back from the doctor via fax.** A **CURRENT** prescription bottle with label is required to be kept in the nurse's office.
2. All prescription medications **MUST** be in the original container with the proper instructions on the prescription label – student's legal name, date prescription filled, doctor's name, name of medication, dose, route, and frequency. **“Take as directed” is NOT acceptable.**
3. All medications will be given according to labeling directions on the container. **ANY** changes to the original prescription label directions will require a written doctor's order.
4. No medications ordered to be given 3 times a day or less will be administered at school unless specifically ordered to be given during school hours by the doctor. Parents/guardians are encouraged to administer medication at home whenever possible.
5. All medications will be stored properly and placed in a double locked cabinet in the nurse's office. Students **are not** allowed to have medications in their possession while on school campus with the exception of but not limited to **rescue inhalers** and **self-administered epi-pens**. These types of medications also require a prescription/current doctor's orders to be on file at the school.
6. Accountability of controlled medications is required. When the parent/student brings the medication to the school nurse, the school nurse and the parent/student **MUST** count and document the number of pills brought to school and sign their names. (See Medication Tracking

Form) An accountability record of controlled medications must be maintained at least weekly by 2 persons counting each controlled medication, 1 person being a licensed nurse.

7. For a student to receive over-the-counter (OTC) medication that is not provided by the school, written parental permission is required. (See Medication Consent Form)
8. It is required that the initial dose of a **new** medication **MUST** be given by the parent/guardian outside of the school setting.
9. The nursing staff strongly encourages parents to **NOT ALLOW** their children to transport medications between home and school. This is for the protection of your child and other students.
10. All medications **NOT** picked up on the last day of school **WILL** be disposed of.
11. The school nurse will be notified immediately in the event of a medication error. The school nurse will:
 - a.) Notify the prescribing physician and follow his/ her directions for appropriate interventions;
 - b.) Notify the parent /guardian;
 - c.) Complete the medication error form and provide copies for the student's file and the principal.

The following medications are provided by the school and may be given at the discretion of the nursing staff or other staff members that have been designated by the school principal.

1. **Tylenol** tablets or liquid.
 - a. Only given with the permission of the parent/guardian on the designated portion of the Health History form given out at the beginning of the school year.
 - b. Only at the discretion of the school nurse will Tylenol be given **BEFORE** 10:00 a.m. or **AFTER** 2:00 p.m.
2. **Benadryl** liquid
 - a. Given **ONLY** for allergic reactions
 - b. **NOT** to be given for colds and congestion.
3. **Benadryl spray** for minor rashes/itching
4. **1% Hydrocortisone cream** for minor rashes/itching
5. **Aloe vera gel** for minor burns/sunburns
6. **Tums** for upset stomachs
7. **First aid supplies** for minor cuts/scraps -
 - a. antibiotic ointment
 - b. peroxide
 - c. alcohol

d. liquid bandage

8. **Orajel** for minor mouth or gum discomfort
9. **Artificial Tears** for minor eye irritation