

POLICY STATEMENT REGARDING THE ADMINISTRATION OF PRESCRIPTION AND NON-PRESCRIPTION DRUGS

The purpose of administering medication in school is to help each child maintain an optimal state of health that may enhance his/her education plan. The medication shall be those required during school hours that are necessary to provide the student access to educational programs. The intent of these guidelines is to reduce the number of medications given in school, yet assure safe administration of medications for those children who require them.

DEFINITIONS:

- 1) Medication – as used in this document will refer to prescription drugs only.
- 2) Licensed Prescriber by Definition
 - a.) Physician – a physician licensed to practice medicine in all of its branches including medical doctors and Doctors of Osteopathy.
 - b.) Dentists – a person licensed to practice dentistry in any of its branches.
 - c.) Podiatrist – a person licensed to practice podiatry.
- 3) Prescription drugs – drugs requiring a written order for dispensing, signed by a licensed prescriber.
- 4) Non-prescription drugs – medicine which may be obtained over the counter without a prescription from a licensed prescriber.
- 5) Supervision – under the direction of a school nurse to monitor the administration of medications by qualified persons.

GUIDELINES:

- 1) Only those medications which are necessary to maintain the child in school be given during school hours shall be administered.
- 2) A program for administration of medications to children in schools must be developed and managed by the school nurse.
 - a.) Each dose of medication shall be documented in the child's individual health record. Documentation shall include date, time, dosage, route and the signature of the person administering the medication or supervising the child in self-administration. In the event a dosage is not administered as ordered, the reasons therefore shall be entered in the record.
 - b.) The school nurse may, in conjunction with a licensed prescriber and parent(s)/guardian. Identify circumstances in which a child may self-administer medication.
 - c.) Effectiveness and side effects shall be assessed with each administration and documented as necessary in the child's individual health record. Documentation of effects for long-term

medications should be summarized at least quarterly or more frequently as determined by the school nurse.

- d.) A procedure shall be established for written feedback to the licensed prescriber and the parent(s)/guardians at scheduled appropriate intervals for long-term medication or as requested by the licensed prescriber.
 - e.) All permission for long-term medication shall be renewed at least annually. Changes in medication shall have written authorization from the licensed prescriber.
- 3) All medications, including non-prescription drugs, given in school shall be prescribed by a licensed prescriber on an individual basis as determined by the child's health status.
- a.) A written order for prescription and non-prescription medications must be obtained from the child's licensed prescriber.

- Child's Name
- Date of Birth
- Licensed Prescriber and Signature
- Licensed Prescriber Phone/Emergency Number
- Name of Medication
 - Dosage
 - Route of administration
 - Frequency and time of administration
- Date of Prescription
- Date of Order
- Discontinuation Date
- Diagnosis Requiring Medication
- Intended Effect of the Medication
- Other medications child is receiving
- Time interval for re-evaluation

- b.) Medication must be brought to the school in the original package.

- 1) Prescription medications shall display:

- Child's Name
- Prescription number
- Medication name/dosage
- Administration route and /or other directions
- Date and refill
- Licensed prescriber's name
- Pharmacy name, address and phone number
- Name or initials of pharmacist

- Over the counter medications(OTC):

OTC(non-prescription) medications shall be brought in with the manufacturer's original label with the ingredients listed and the child's name affixed to the container. Only is prescribed by a licensed prescriber.

- 4) In addition to the licensed prescriber's order, a written request shall be obtained from the parent(s)/guardian requesting the medicine be given during school hours. The request must include the parent(s)/guardian's name and phone number in case of emergency. It is the parent(s)/guardian's responsibility to assure that the licensed prescriber order, written request and medication are brought to the school.
- 5) Medications must be stored in a separate locked drawer or cabinet. Medications requiring refrigeration should be refrigerated in a secure area.
- 6) The parent(s)/guardian will be responsible at the end of the treatment regime for removing from the school any unused medication which was prescribed for their child. If the parent(s)/guardian do (does) not pick up the medication by the end of the school year, the school nurse will dispose of and document that medications were discarded. Medications will be discarded in the presence of witness.