

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 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.

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.** This is the responsibility of the parents to obtain.
2. All prescription medications **MUST** be in the original container with the proper instructions on the prescription label – student 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 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.
5. All medications will be stored properly and placed in a locked cabinet in the nurse's office. Students **are not** allowed to have medications in their possession while on school campus with exception of but not limited to **rescue inhalers** and **self-administered epi-pens.** These types of medications also require a prescription 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/ office personnel, both the school nurse/office personnel and the parent/student **MUST** count and document the number of pills brought to school and sign their names. (See Medication Tracking Form)
7. For a student to receive over-the-counter (OTC) medication that is not provided by school, written parental permission is required. (See Medication Consent Form)
8. A requirement 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 **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 students 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 Emergency card and Health information form given out at the beginning of the school year.
 - b. Only at the discretion of the school nurse will Tylenol be given **BEFORE** 10:00am or **AFTER** 2:00pm.
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