

# Dowagiac Union Schools

## **Administration of Medication in the School Setting Policy/Procedure for Staff**

### Definition:

“Medication” includes both prescription and non-prescription medications and includes those taken by mouth, taken by an inhaler, which are injectable, given rectally, applied as drops or ointment to eye or nose, applied to the skin, or any other form prescribed by a physician.

### Policy:

1. Provide parent/guardian a Medication Request and Authorization form and the Administration of Medication procedure upon request. Instruct parent/guardian this document must be signed by the parent/guardian and completed by a physician or authorized prescriber. This document must contain the name of the student, date of birth of the student, name of medication, dosage, time to be administered, route to be administered and duration of administration. All forms not completed thoroughly will be sent back with the parent/guardian and then medication will not be accepted.
2. **Medications can only be transported to and from school by a parent, guardian, or pre-approved adult.** If medication is brought to the school by someone other than parent/guardian or pre-approved adult, the parent/guardian will be notified immediately to pick up the medication.
3. Ensure all medication is brought to school in a labeled container or box as prepared by a pharmacy, physician, or pharmaceutical company and if a prescription must contain a label from one of the above agency with the student’s name, dosage, frequency of administration, and/or time of administration. Ensure the label on the medication container or box matches the information written by the prescriber on the medication authorization form.
4. All medications must be stored in a locked location with access only to those delegated to administer medications.

5. For of any controlled substance/medication received (Ritalin, etc.), count the medication immediately in the presence of the adult transporting the medication to verify amount of medication being brought to school. This information must be documented on the medication administration log and signed by staff member and parent/guardian counting the medication.
6. At any time your student has any adverse or allergic reaction to the medication, you must notify the school nurse and parent/guardian immediately and if necessary 911 will be called.
7. **Students may be authorized to carry their medication with them and self-administer the medication if the following criteria is met:**
  - a. It is understood by the parent/guardian that the school staff will not supervise, monitor, or maintain records for self-administered medication.
  - b. The parent/guardian and physician/authorized prescriber have determined that the student is capable and responsible to self-administer his/her medication and have been provided adequate instructions for this.
  - c. The parent/guardian and the physician/authorized prescriber have provided written permission and instructions on the Medication Request and Authorization Form. **This form must specifically state the child is allowed to carry the medication on him/her.**
  - d. The student's classroom teachers must be notified that the student is carrying and self-administering medication.
  - e. Any misuse of a medication that violates district policies, such as selling or giving away of medications will result in revocation of the self-administration privileges as well as subject to disciplinary actions as outlined by the student handbook. Building administrators/school nurse may disallow self-administration if he or she deems it necessary for the safety of the student population. Parent/guardian and physician/authorized prescriber will be notified immediately for both situations.
8. Ensure that Medication Request and Authorization Form are signed by the parent/guardian and completed by the physician/authorized prescriber at least annually.
9. Medication left over at the end of the school year needs to be picked up by the parent/guardian within one week of the students' last day of school. Document on medication log when the parent/guardian is notified to pick up

medication. Document when parent/guardian picks up the medication and ensure that the parent/guardian signs the medication administration log to verify that the medication has been picked up. All medication not picked up within two weeks by parent/guardian will be discarded or destroyed. Disposal of any medications will be the responsibility of the school nurse unless otherwise discussed with the nurse.

#### Medication Administration procedure:

1. When all required forms have been completed and brought to school with the medication, school nurse or designated staff will complete the medication administration log for all medications ordered by physician/authorized prescriber. The log must be completed thoroughly and will be written exactly as the physician/authorized prescriber as written the order. Ensure that medication log, prescription from pharmacy, and written authorization form all state the same information. All medication logs that are completed by the school nurses designee must be verified by the school nurse. If the school nurse did not complete the medication log, notify the nurse that there is a new medication order that will need to be verified.
2. Document and sign on the comment section on the back of the log the date and the name of the medication brought by the parent/guardian and the number of the medication brought. For all controlled substances (i.e. Ritalin, etc.) the parent/guardian must witness the medication being counted and are required to sign or initial the medication log to verify the amount being brought to school.
3. Ensure student received his/her medication as prescribed. If the student does not come to office to obtain the medication, then the student **must** be called out of class to get the medication. It is our responsibility to make sure the child receives his/her medication.
  - a. Students who are in another building for ISS (in school suspension) must be provided with the medication that he or she needs. Notify school nurse prior to day away from building and it possible she will transport the student's medication to the building for ISS staff to administer. Along with the medication, the medication log and the medication authorization form will be sent for the staff to sign following administration. All paperwork and unused medication

must be returned to the school or origin at the end of the school day. If the school nurse is unavailable for transportation of the medication, the building administrator will decide how this will occur.

- b. All necessary medications must be taken with students on any field trips if the student will be away from the building during the time for administration. All field trip notifications should be provided to the school nurse to ensure that arrangements are made for the medications to be transported and administered on the trip. The school nurse or designated staff will prepare the medication to be taken by the teacher of the student. If training for the staff is required the school nurse will ensure this is done prior to the trip. Medication should be transported in the original container along with the medication administration log and the medication authorization form. All of this should be placed in a plastic bag and written on the outside of the bag should include the student's name, teacher's name, medication to be administered, and time for medication administration. Upon return of the field trip, all materials must be returned to the school nurse or designee immediately. For any student prescribed with emergency medications such as Diastat, Glucagon, Inhalers, or Epi-pens, the ER care plan and up to date contact information must accompany the medication as well. School nurse will ensure that staff is trained for students potentially needing emergency medications prior to the field trip.
4. Ensure the appropriate medication is giving to the correct child at the correct time. **All** medication administration must be witnessed by another delegated staff member, except in an emergency that threatens the life of the student. Other delegated staff member should have been trained by the school nurse prior to being a witness. Licensed professional nurses do not require the presence of a second adult when they administer medications to the student in school.
5. Once the child has received his/her medication, the staff member giving the medication and the staff member witnessing the medication administration must initial (initials with signature are recorded on the back of the log) on medication log and making sure that it is done on the correct date. If the medication is not given, the reason should be documented on the log (i.e. x-no school, a-absent, and etc.), please use codes on the back

of the log to ensure that all staff understand the reason for the medication not being given. All medication documentation must be done in ink.

General Information:

1. Ensure that changes to the medication dosage or time of administration will not be instituted without the written instructions from the physician or authorized prescriber after the initial request.
2. Prescription and medication supply renewal is the responsibility of the parent/guardian, but reminding the student or parent/guardian may be necessary.
3. Medication should only be administered and witnessed by personnel designated by building administrator and school nurse, trained, and supervised by the school nurse. This training shall be given by an R.N. or physician and includes review, demonstration, and practice as recommended by the Michigan Association of School Nurses. This training shall be done yearly and more frequently if needed for new staff or individual training for specific medications or events.
4. If a medication error is made (wrong dose, wrong student, and wrong medication) the error must be reported immediately to the school nurse, building administrator and student's parent. The school nurse or building administrator will determine if the physician needs to be notified. A "Medication Incident/Error Report Form" must be completed and submitted to school nurse.
5. If at any time there are any questions, concerns, or problems please notify the school nurse or building administrator immediately.