

Medication Administration Protocol

Adrian School District #511

2017-2018

Safe Medication Administration is a Top Priority:

A. Safety Rules

- a. The primary responsibility of medication administration lies within the student's parent/guardian. If a medication can be administered at home – this is always the best choice.
- b. Never leave medications unattended. Always lock up medications each and every time you leave the health office or medication storage area.
- c. ISD #511 "Consent for Medication Administration" form(s) must be completed before any medication administration can begin. Prescription medications **ALWAYS require the signature of a licensed prescriber** along with a parent/guardian's written permission before the student will be administered the medication at school. "Consent for Medication Administration" form is used for prescription medication.
 - i. Examples of prescription medications include: antibiotics, inhalers, insulin, some pain medications, some cough medications, some medications for migraine headaches, medication for nebulizer treatments, etc. If you are not sure if a medication requires a prescription, consults with the school nurse, pharmacist, or the drug reference book.
- d. Medication that can be purchased Over-the-Counter may be administered with written parental permission. A physician's signature may be requested at the discretion of the licensed school nurse. "Consent for Over-the-Counter Medication Administration" form must be filled out before medication administration may begin.
- e. Medications in which the FDA (Food and Drug Administration) has not established safe and effective dosing parameters for children 18 & under will not be administered in the school (i.e. vitamins, herbal remedies, or homeopathic remedies).
- f. Parent/Guardian will be required to meet with the school nurse before narcotic medications prescribed for pain or cough will be administered to students.
- g. School personnel may refuse to administer ANY medication if the medication procedure is not followed or if there is any question about the medication or its administration procedure. An attempt may be made to contact the parent/guardian if the medication is not administered. The school nurse may request to receive further

information about the prescription, if needed, prior to administration of any medication.

- i. Reasons may include: dose exceeds manufacturers recommendation, expiration date, medication is not in a properly labeled container, or if the medication label cannot be read by health office staff (foreign language, ripped label, etc.).
- h. Medication must arrive to the health office in the original manufacturer's unopened container (Over-the-Counter medications), or in a properly labeled pharmacy container (prescription medications). Pharmacy labeled containers must include the following:
 - i. The student's name
 - ii. The pharmacy name, address, and phone number
 - iii. The name of the medication and the dosage
 - iv. The physician's name
 - v. The date the prescription was filled.

Medication that arrives in a white envelope, plastic bag, etc. will not be accepted. School health personnel will not administer any medication that does not appear to be in its original container.

- i. The parent/guardian must pick up all unused controlled substance and/or psychotropic medication – it will not be sent home with the student. All medication not picked up within one week of the last day of school will be destroyed by school personnel.
- j. **ISD #511 Consent for Medication Administration and Consent for Over-the-Counter Medication Administration** forms are needed:
 - i. Annually (at the beginning of the school year) or at the start of any new medication;
 - ii. When there is a change in medication (i.e. dose, time, medication, etc.); or
 - iii. At the discretion of the licensed school nurse.
- k. Medications may be discontinued or put on hold by the parent/guardian at any time. The school health office must be notified in writing when medication is to be discontinued or held.
- l. Controlled substances and psychotropic medications must be counted when received into the health office. Students will not be allowed to self-carry and/or self-administer controlled substances and/or psychotropic medications.
- m. The Licensed School Nurse may take a verbal/phone medication authorization from a licensed prescriber for prescription medication or from a parent for over-the-counter medications as long as the verbal authorization is followed by a written consent the next school day. Fax transmissions with confidentiality safeguards in place are acceptable. Unlicensed personnel **SHOULD**

NOT under any circumstances take verbal/phone orders from physicians, licensed prescribers, or parents.

- n. Prescription medications are not to be carried by the student, but will be left in the school health office. Exceptions to this requirement are those circumstances in which current MN Statutes specify that students may carry and self-administer medication in the school, and medication administered as noted in a written agreement between the school district and the parent or as specified in an IEP (individualized education plan), Section 504 plan, or IHP (individual health plan).

Set Up Procedure

- A. To ensure safety, always double check the labels on the medication bottles and the physician's order and/or the parent's permission form when setting up and administering medications to students.

- a. Daily Oral Medications

- i. Medications are kept in individual containers labeled for each individual student. Medications will be kept in the original prescription bottle to ensure the correct medication is given to the correct student by verification of original medication label.
- ii. Medications are verified with the current medication order to ensure they are the right dose and medication for the individual student. Medications are then counted when they are received and documented in the students medication log.
- iii. After verifying the right medication, right dosage, right student, the medication is given. When the medication is given, it is signed off on.
- iv. Any contact from the parent/guardian, or the physician is also documented on the students medication log sheet.

- b. As Needed Medications (or PRNs)

- i. Over-the-Counter medications are to be kept in their original container until administered to the student. The container should be new and unopened when brought to the health office. Label the medication container with the student's name and grade or date of birth. Families who have more than one student in the building may provide one container of OTC medication per family. The manufacturer's recommended dose requirements, as printed on the label, will be followed when administering OTC medications to students. If the parent requests a dose that exceeds the manufacturer's recommended dose, a physician's signature will be required before the dose will be administered.

- c. Other Medication

- i. Insulin: A student's insulin will be kept with their diabetic testing supplies in a locked storage area in the health office unless other arrangements have been made in advance with

the school nurse in cooperation with the parent, student, and school district. Refer to the student's IHP, IEP, 504 plan and/or medication consent form regarding insulin set-up and administration. Proper disposal for sharps related to the needs of the diabetic will be available.

- ii. Nebulized Medication: Nebulized medications and equipment will be kept in a locked area in the health office. Students who require nebulized treatments during the school day will have the treatments in the health office unless other arrangements are made in advance with the school nurse in cooperation with the parent and teacher.
- iii. Inhalers and Epi-Pens: If requested by the parent and deemed appropriate according to MN Statutes, students who require the use of inhaler medications and/or Epi-Pens (emergency medication for severe allergic reactions) may carry their own medication on their person as long as the following requirements are met: 1) completed **Consent for Medication Administration** form with written parental and physician permission (renewed yearly), 2) proper labeling, 3) an assessment by the school nurse to ensure that the student possesses the proper knowledge and skill to safely possess and use the medication properly.

Administration and Documentation of Medication Administration

A. Administration

- a. No one is allowed to administer medication unless they have been trained in medication administration and delegated this task by the licensed school nurse. Training should be done on an annual basis.
- b. Have the student get their cup of water, if appropriate.
- c. Ask the student to state their name and their date of birth or some other statement of identity (i.e. grade level), a picture of the student may be placed with the student's medication log or on their medication bin if helpful for student identification. Once the student is correctly identified, the medication may be administered.
- d. The school health personnel should always be the one to handle the medication container, not the student. Put the medication directly from the medication lid into the student's hand.
- e. Ensure that the student has swallowed the medication.

B. Documentation

- a. Document the medication administration on the student's individual medication log sheet after each administration.
- b. If a student's medication was missed, document why, i.e. absent, ill, called-did not show, refused, etc. Contact the parent and complete an injury/incident report form if a medication was administered incorrectly (i.e. wrong time, wrong dose, wrong medication, wrong student, etc.)

- c. Acceptable timetables for the administration of regularly scheduled medication is 30 minutes before or after the prescribed time for life sustaining medications, i.e. seizure and diabetic medications, and 30 minutes before or 45 minutes after for life altering medication, i.e. focused attention medications and antibiotics. Late students should be called to the health office. If lateness becomes a frequent problem, consult with the licensed school nurse, case manager, and/or teacher regarding a solution. If a medication is given outside the allotted time, document the time that the medication was administered, notify the parent/guardian, and complete an injury/incident report form.
- d. In the event of a field trip or other out-of-school event, the licensed school nurse may designate a staff member to administer the medication to the student. After proper training in medication administration procedures by the licensed school nurse. The designee may administer the medication.
- e. The “Five Rights” of medication will be followed at all times: right student, right medication, right time, right dosage, and right documentation.

When to Notify the School Nurse:

- A. Any time there is a new prescription medication, or any change in a current medication, i.e. the medication itself, dosage, time, prescriber, or discontinuation of a medication.
- B. Any time there is an adverse reaction to a medication or a question regarding a medication or its administration (complete injury/incident report form, for adverse reactions only).
- C. Any time there is a medication error, including errors of omission (complete injury/incident report form).
- D. Any time an “as needed” or PRN pain medication is taken more than two times in one week for two weeks or more, or other unusual patterns.
- E. When the controlled substance count is not correct (complete injury/incident report form).

ISD #511 reserves the right to alter/change this protocol at any time, without warning, requiring parents/guardians and students to comply with the updated statement. Parents/Guardians will be notified as soon as possible when alterations are made to this protocol, especially if the changes affect the student's care at school.

5/10/2017 AB