

BookAdministrative Guideline Manual Section5000 Students
TitleADMINISTRATION OF MEDICATIONS Codeag5330 StatusActive
AdoptedSeptember 1, 2010 Last RevisedJanuary 27, 2021

5330 - ADMINISTRATION OF MEDICATIONS

For purposes of this guideline:

- A. "Practitioner" shall include any physician, dentist, podiatrist, optometrist, physician assistant, and advanced practice nurse prescriber who is licensed in any State.
- B. "Medication" shall include all drugs including those prescribed by a practitioner and any nonprescription drug products.
- C. "Administer" means the direct application of a nonprescription drug product or prescription drug, whether by injection, ingestion, or other means, to the human body.
- D. "Nonprescription drug product" means any non-narcotic drug product which may be sold without a prescription order and which is prepackaged for use by consumers and labeled in accordance with the requirements of State and Federal law.

Nonprescription drug products include cough drops that contain active ingredients. These cough drops must be handled in the same manner as aspirin, Advil and Tylenol. If a cough drop contains only sugar, water, and some menthol, the procedures for handling nonprescription drug products are not required.

Prescribed Medications

In those circumstances where a student must take prescribed medication during the school day, the following guidelines are to be observed:

- A. Parents should determine with their practitioner's counsel whether the medication schedule can be adjusted to avoid administering medication during school hours.
- B. The Medication Request and Authorization Form 5330 F1 must be filed with the school Health Aide before the student will be allowed to begin receiving any medication during school hours. This written and signed request form is to be submitted on an annual basis, or more often if changes in dosage occur, and will include:
 - 1. student's name and date of birth;
 - 2. medication and dosage or procedure required;
 - 3. times required;

4. special instructions including storage and sterility requirements;
 5. date prescribed medication will be started;
 6. date prescribed medication will no longer be needed;
 7. agreement to notify the school in writing if the medication, dosage, schedule, or procedure is changed or eliminated. A new request form must be submitted each school year or for each new medication.
- C. For each prescribed medication, the medication shall be in the original pharmacy-labeled package with the following information in a legible format:
1. student's name
 2. practitioner's name
 3. date
 4. pharmacy name and telephone
 5. name of medication
 6. prescribed dosage and frequency
 7. special handling and storage directions
- D. All medications to be administered during school hours must be registered with the Health office. Upon receipt of the medication, the Health Aide shall verify the amount of medication brought to the school and indicate that amount on the student's medication log sheet.
- E. Medication that is brought to the office will be properly secured. Medication may be conveyed to school directly by the parent or transported by transportation personnel (bus driver and/or bus aide) at parental request. This should be arranged in advance. Two to four (2-4) weeks' supply of medication is recommended. Medication **MAY NOT** be sent to school in the student's lunch box, pocket, or other means on or about his/her person. An exception to this would be prescriptions for emergency medications.

Nonprescription Drug Products

In those circumstances where a student must take a Nonprescription Drug Product during the school day, the following guidelines are to be observed:

- A. The Nonprescription Drug Product Request and Authorization Form 5330 F1a must be filed with the school nurse before the student will be allowed to begin taking any medication during school hours.
- B. For each nonprescription drug product, the container shall be the original manufacturer's package and the package must list in a legible format the ingredients and recommended therapeutic dose.

The parents request to administer a nonprescription drug product shall contain the following

information:

1. student's name
2. date
3. name of medication
4. dosage and frequency
5. special handling and storage directions
6. authorization for trained and authorized school staff to administer the medication
7. health care practitioner's note authorizing administering medication in a dosage that varies from the label's recommended dosage, if applicable

General Procedures

- A. A Medications Administration Daily Log, either in digital or paper format (Form 5330 F2), recording the administration of each prescribed medication and nonprescription drug product shall be maintained. The log will note the personnel giving the medication, the date, the exact dosage administered, and the time of day. The log will include each error in the administration of the medication and each missed administration of the medication. This log will be maintained along with the practitioner's written request and the parent's written release.
- B. Written documentation of the Department of Public Instruction approved training provided for each person authorized to administer a prescribed medication or treatment will show:
 1. what training was given;
 2. the trainer's name and professional status;
 3. when the training was given;
 4. the duration of the training.
- C. Any unused medication unclaimed by the parent will be destroyed by administrative personnel when a prescription is no longer to be administered or within seven (7) days after the end of a school year. Medication must be disposed of in an approved manner, not by flushing medications. School personnel may contact law enforcement or local hospitals to identify locations for disposal of medications.
- D. The staff member administering the medication shall make a reasonable effort to see that the student takes the medication properly.
- E. If a student does not take the medication at the proper time, the staff member responsible for administering the medication shall take appropriate steps to locate the student and administer the medication and to then notify the parents of the importance of the child reporting on time for his/her medication.

- F. All medications are to be administered in such a way as to not unduly embarrass the student.
- G. Form 5330 F1, Form 5330 F1a, or Form 5330 F1b shall be completed by the parent(s) and signed by the Administrator authorizing the person(s) who may administer the medication or procedure.
- H. A medication error includes any failure to administer medication as prescribed for a particular student, including failure to administer the medication within appropriate time frames, in the correct dosage, in accordance with accepted practice, and to the correct student. In the event of a medication error, the school nurse shall notify the parent(s) immediately. If there is a question of potential harm to the student, the nurse shall also notify the student's practitioner.

The school nurse shall document medication errors on the Medications Log (Form 5330 F2). The school nurse shall review reports of medication errors and provide consultation to ensure appropriate medication administration in the future.

- I. A count of each student's medication is to be made weekly and the amount reconciled with the original amount indicated on the log sheet and the number administered since the last count.
- J. If a student is exhibiting behavior which causes the teacher to be concerned about his/her medical status, this behavior must be reported to the Administrator and expressed in writing in behavioral terms. A designated person may then contact the parent and advise that they seek medical attention for the child, at which time the written observations may be given to the parent to take to the doctor.

K. Student with Severe Asthmatic Symptoms

Use of Metered Dose or Dry Powder Inhalers

Asthmatic students may, while in school, at a school-sponsored activity, or under the supervision of a school authority, possess and use a metered dose inhaler or dry powder inhaler when the following three (3) conditions are met.

1. the student is required to carry an inhaler for use prior to physical activity to prevent the onset of asthmatic symptoms or for use to alleviate asthmatic symptoms; and
2. the completed Parent Consent form for a minor student has been submitted to the Health Aide; and
3. the practitioner's order for medication administration has been submitted to the Health Aide authorizing the student to possess and use an inhaler.

Asthmatic students who are not required to carry an inhaler shall follow the guidelines which apply to all other prescription medications and their administration.

L. Students with Severe Allergic Reactions

Use of Epinephrine Auto-Injector

Students who may suffer from severe allergic reactions may, while in school, at a school-sponsored activity, or under the supervision of a school authority, possess and use an epinephrine auto-injector when three (3) conditions are met.

1. the student is required to carry the epinephrine auto-injector for use to prevent the onset of an allergic reaction; and

2. the completed Parent Consent form for a minor student has been submitted to the Health Aide; and
3. the practitioner's order for medication administration has been submitted to the Health Aide authorizing the student to possess and use the epinephrine auto-injector.

Students who are known to have severe allergic reactions but are not required to carry an epinephrine auto-injector shall follow the guidelines which apply to all other prescription medications and their administration.

M. Nonprescription Drug Products

Students in grades six (6) through twelve (12) may be allowed to possess and self-administer a nonprescription drug product upon the written authorization of the parent. The parent must complete Form 5330 F1a - Authorization for Nonprescribed Medication and Treatment and submit it to the Health office.

If a student is found with medication in his/her possession, his/her record should be checked to determine if the proper authorization is on file. If not, the matter is to be reported to the Administrator for possible disciplinary or other action. The Administrator may take one or more of the following actions, depending on the particular situation:

1. Contact the parent and arrange for the parent to submit Form 5330 F1a as soon as possible.
 2. Take the medication from the student and keep it in the Health office until the completed form has been submitted.
- N. Dispensing of nonauthorized, nonprescription drug products by District employees to students served by the District is prohibited. Where investigation confirms such conduct, prompt corrective action shall be taken, up to and including dismissal.
- O. To minimize health and safety risks to student-athletes and maintain ethical standards, school personnel, coaches, athletic trainers, and lay coaches should never dispense, supply or recommend the use of any drug, medication, or food supplement for performance-enhancing purposes.

School personnel trained to administer medications and authorized in writing by the Administrator to administer drugs to students shall keep a copy of the Administration of Medication Policy and Guidelines in an accessible spot for quick reference and have the right to refuse to administer medication to students when the required authorization forms and signatures have not been completed.

Revised 2/16/11

Revised 12/15/12

Revised 4/15/15

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Last Modified by Robin Dosser on February 15, 2021

