

MEDICATION ADMINISTRATION POLICY AND PROCEDURE

Indiana School Laws allow designated school personnel to assist students who are required to take medication during the school day. The purpose of this service is to help each student maintain or improve his/her potential for education and learning. The intent of this policy is to provide safe, effective administration of medications for those students who require them.

- Only those medications that **must** be given during school hours will be administered.
- **Prescription medications** must be in their original pharmacy labeled container with the student's name, the date the prescription was filled, the prescriber's name, and dosage directions printed on the label, as well as a signed medication administration form.
- **Controlled substances** (i.e. Ritalin) are required to be counted in the presence of a parent/guardian with signature of quantity to be signed by both staff member + parent/guardian. This verification of count will be documented on the medication administration form.
- **Non-prescription medications** must be accompanied by a signed ***medication administration form and the medication in its original packaging***. Dosages will be dispensed according to the manufacturers' recommendation.
- ALL medications must be FDA-approved and kept in the original container. No homeopathic remedies, essential oils, or supplements should be sent to school.
- All medications to be used during the school day must be delivered to the office by a parent or guardian at the start of the school day. Any change in medication, dosage, or time to be given, must be in written form with the parent and healthcare provider's signature.
- It is the responsibility of the parent/guardian to make sure the medication is delivered safely to the office, and **no medication is to be sent with the student.**
- Unused medications will not be sent home with students.
- All medications must be picked up by the last day of the school year. Medications left at school after the last day of school will be disposed of properly.

Procedure and Practices, including responsible person(s): Medication Consent

School staff will administer medication only if:

- the parent/legal guardian has provided written consent (Medication Administration Form)

- the medication is available in an original labeled prescription or manufacturer's container that meets the safety check requirements.
 1. Prescription Medication
 - parents/legal guardians will provide the medication in the original, container that is labeled by a pharmacist with the child's name, the name and dosage of the medication as well as:
 - the date the prescription was filled
 - the name of the health care provider who wrote the prescription
 - the medication's expiration date
 - and administration instructions
 2. Nonprescription Medication
 - parents/legal guardians will provide the medication in the original packaging
 - the medication will be labeled with the child's first and last names
 - specific, legible instructions for dosage, time, and how the medication is to be given, and the number of days the medication will be given as well as proper storage
 3. The medication administration form may state that a certain medication may be given for a recurring problem, emergency situation, or chronic condition or prevention. Example: medical ointment, acetaminophen, Epi-pen. The instructions should include the child's name as well as:
 - the name of the medication
 - the dose of the medication
 - how often the medication may be given + the conditions for use
 - any precautions to follow
 - potential side effects
 4. Students prescribed an Epi-pen are required to have a Food Allergy + Anaphylaxis Emergency Care plan signed by a physician/health care provider.

Staff Documentation:

1. Staff giving medications will document the time, date and dosage and route of the medication given on the child's Medication Administration Form and will initial each time a medication is given. Notation of failure to provide medication, at the prescribed time as requested by a physician or parent will also be noted.
2. Outdated Medication Authorization Forms and documentation will be kept in the child's file.
3. Staff will only administer medication when all conditions listed above are met.

Medication authorization and documentation is considered confidential and must be stored out of general view.

Medication Storage:

1. Medication will be stored as follows:
 - Inaccessible to children, locked
 - Separate from staff or household medication
 - Protected from sources of contamination
 - Away from heat, light and sources of moisture. At temperature specified on the label (refrigerated if required)
 - In a sanitary and orderly manner
2. Controlled substances (i.e. Ritalin) will be stored in a locked cabinet upon parent/guardian delivery to the school office. These medications are required to be counted in the presence of a parent/guardian with signature of quantity to be signed by both staff member + parent/guardian.
3. Medications no longer being used will promptly be returned to parents/guardians or discarded.
4. Medication will not be used beyond the date of expiration on the container or beyond any expiration of the instructions provided by the health care provider. Instructions which state that the medication may be used whenever needed will be reviewed by the health care provider at least annually.

Medication Administration Procedure

1. Wash hands before preparing medications.
2. Medication errors will be controlled by checking the following six items each time medication is given:
 - Right Child
 - Right Medication
 - Right Time
 - Right Dosage
 - Right Route
 - Right Documentation
3. For liquid medications, use clean medication spoons, droppers, or medicine cups that have measurements on them (not table service spoons) provided by the parent/legal guardian.
4. Wash hands after administering medication.