



POLICY: Medication Administration

It is the policy of Thornton Academy that only essential medications will be administered to students during school hours. Whenever possible, the schedule of medicine administration should allow a student to receive all prescribed doses at home.

- A. If it is necessary for a student to take medication during school hours, the school nurse or designee(s) will administer the medicine in accordance with the following:
 - 1. Prior to the administration of any medication at school or a school-sponsored event, a parent/guardian must complete the "Thornton Academy Health Services Release to Administer Medication" consent form. This form must be completed annually and submitted to the school nurse. Documentation of a physician's order may be required if the medication is a prescription drug. A physician's order will be required if the medication is an over the counter drug, and the dose exceeds the "standing order" dosage.
 - 2. Any prescription medication must be sent to school in a pharmacy labeled container. Any non-prescription drug must be sent in the original container.
 - 3. An "Over the Counter Medication Consent Form" must be signed annually by a parent/guardian.
 - 4. Medications will be securely stored in the nurse's office.

- B. The school nurse's designee/unlicensed personnel administering the medication will comply with the following:
 - 1. Participation in medication training before receiving authorization to administer medications
 - 2. Refer to this medication policy as necessary
 - 3. Verify that a signed permission form is on file.
 - 4. Follow the prescription instructions.
 - 5. Record the administration of each medication.
 - 6. Document any adverse reactions the student has after taking the medication. The school nurse should be notified immediately in the event of an adverse reaction to a medication. The severity of the reaction will be assessed and 911 will be called if deemed necessary. If the reaction is anaphylaxis, the policy for the Management of Students with Life Threatening Allergies should be followed. The parent/guardian should be notified of any adverse reaction to medication.

7. Notify the school nurse immediately if a medication error occurs. The student will be monitored for any signs of an adverse reaction. The parent/guardian will also be notified.
 8. Consult with the school nurse as appropriate.
- C. Parents or legal guardians should be advised that:
1. The school nurse's designee(s) may administer medications based on label directions
 2. Changes in the medication administration will be made according to a physician's order only.
 3. Medication consent forms must be completed annually.
 4. Parents must provide all prescription medications and administration equipment needed by the student.
 5. Emergency medications (i.e., inhalers, Epi-Pen) may be carried by the student as directed by the physician and with the school nurse's knowledge.
 6. Parents are responsible for authorizing the removal of the medication from school at the end of the school year or on the last day of the student's enrollment. Medication left a school seven (7) days after the last student day will be dispensed.
- D. The school nurse may administer over the counter medication authorized by a standing order from the school physician after assessing the student, and obtaining written or oral permission from the parent.
- E. Thornton Academy reserves the right to refuse requests to administer medications to a student if any of the criteria outlined above are not met.
- F. Anaphylactic Emergencies
1. Parents or legal guardians will be responsible for providing precise instructions from their physician ("Allergy Action Plan") for action to be taken when a student comes in contact with an allergen. In the event of an anaphylactic reaction, 911 should be called, and the protocol for Managing Students With a Life Threatening Allergy should be followed.
- G. Emergency medications will be kept in the nurse's emergency bag in the event of a disaster and/or school evacuation.