



Rankin County  
School District

TRADITION OF EXCELLENCE

## RANKIN COUNTY SCHOOL DISTRICT MEDICATION ADMINISTRATION REMINDERS AT SCHOOL

1. Students are not allowed to transport medications to or from school. The only exceptions are an Epi-pen or inhaler. A consent form signed by the guardian and physician must be filed in the office for these.
2. All medications must be checked in at the front office by the parent/guardian. A medication consent form should be completed and is required for each medication (one form per medication).
3. Principals are to delegate who administers medications to the students (including emergency medications) and that individual must be comfortable and willing to assist when needed or in the event of an emergency.
4. All medications require a physician or nurse practitioner order including symptoms or reasons as to when, how much and how often, and the medication is to be given. OTC medications must be in the original container, unopened, with the child's name written on the bottle. (Do not accept medications in plastic bags).
5. Prescriptions should be in the most recently filled pharmacy container and should be counted with the parent and a witness at the time they are turned in and the number of pills must be documented on the medication administration record. If there is a discrepancy with the order and prescription label, the parent must get this clarified prior to any medications being given. Schools will not give the first dose of any medication at school to help ensure that no medication reactions occur.
6. School personnel are not allowed to alter medications: for example, cut in half, open a capsule, dilute or crush pills, etc. If the medication must be altered, it should be prepared that way by the pharmacy or the parent.
7. All medications both OTC and prescription must be kept safely locked up in an area designated by school personnel, where little student traffic occurs.
8. Before administering any medication, identify the six rights of medication administration. The six rights are the correct student, the correct medication, the correct dosage, the correct route, the correct time, and the correct documentation. If a medication error occurs, complete an unusual occurrence form to turn in to the school nurse and call poison control at 601-354-7660 if needed.
9. All medications administered at school must be documented on the Medication Administration Record by the person who assisted giving the medication to the student. If the student is absent or misses a dose, this should be indicated on the MAR that day. The same person delegated by the principal must administer the medication every day. If a back-up person has not been delegated or no one else has been trained to give the medication when the primary person is absent, the parent must be notified to come to the school to give the medication. This is why it is highly recommended that all schools have a back-up person to give medications so this can be safely done without an inconvenience to the parent.
10. Student health records must be kept separate from cumulative records, and due to HIPAA laws, only personnel who "need to know" are authorized to see them. Medications, medical conditions or health issues shared by a student with a staff member should be kept confidential and only discussed with the parent, an administrator, the school nurse, or staff member that "needs to know" in order for them to do their job.
11. Schools are not allowed to stock any OTC medications for their staff and are not permitted to give ANY unprescribed medications to ANY students. This includes over the counter meds. Believe it or not, this even includes Tylenol, cleaning wounds with Hydrogen Peroxide, applying Neosporin, etc. However, petroleum jelly is great for dry skin or chapped lips, peppermints are great for sore throats, ice can be used for bug bites or injuries, and soap & water should be used to clean wounds then dried and a bandaid or dressing applied. Parents should be notified of all significant accidents or injuries at school and an accident report form completed by the person who witnessed the incident.
12. Each week, the nurse and a delegated staff member will count all controlled medications and document on the weekly medication inventory sheet. Any discrepancies should be reported to the principal and nurse manager immediately. An unusual occurrence form should also be completed.