

Owatonna Public Schools

Health Services

Medication Administration Procedures January 2021

1. Medications will be administered according to the Owatonna Public Schools Medication Administration Policy 516 and in accordance with state and federal laws.
2. Medications will be administered as ordered by the health care provider or as indicated on the manufacturer's instructions.
3. The administration of medication is a clean procedure that includes washing hands. The medication administration area will be kept neat and orderly.
4. Storage:
 - a. All medications will be stored in a locked storage area.
 - b. If the medication storage area is unlocked, it will be in constant view of health office personnel.
 - c. Each student's medication will be stored in a manner that allows easy identification of the medication during administration.
 - d. Only medication and food related to student health needs are stored in the health office refrigerator.
5. The "rights" of medication administration will be followed at all times.
 - a. Right student: student should identify themselves by name
 - b. Right medication: administer the correct medication
 - c. Right dose: administer the right amount of medication
 - d. Right time: within 30 minutes earlier or later than the designated time
 - e. Right route: use the prescribed method of medication administration
 - f. Right documentation: promptly and accurately document the medication administration
6. Documentation:
 - a. Medication administered will be documented using an electronic record or when necessary a handwritten medication record.
 - b. A separate medication record will be used for each medication.
 - c. The physician's order and parent signature will be included with the medication record.
 - d. If a student medication dose changes:
 - i. A new medication record will be started.
 - ii. The old medication record will clearly indicate the medication was discontinued.
 - iii. The old medication record will be taken out of the medication book.
 - e. Each nurse will develop a system that easily identifies students needing medication at specific times during the day.
 - f. A drug allergy "sticker" will be displayed on the top of the medication record

7. Counting controlled medications:
 - a. The controlled substance count is documented on the current student paper medication record.
 - b. All controlled medications will be counted monthly.
 - c. "Counting" will be done by two health service personnel at the same time or a health service staff and another school staff adult.
 - d. If the number of doses of medication doesn't match the number of doses left in the medication container, the discrepancy will be documented and corrected. The "count" will then be completed the following week.
 - e. If the "count" of a particular medication continues to be inaccurate the following week, the Supervisor of School Health Services will be notified.
8. Health service personnel will familiarize themselves with the medications administered, understanding the method of action and common side effects of each drug. Each health service office will have access to the internet to research medications.
9. Medication intake:
 - a. When a medication is brought to the health service office, the medication will be counted by the health service staff person or other school staff adult and the parent and initialed by both parties.
 - b. If a parent does not bring in the medication but has their child bring the medication to school (this is not the recommended procedure), the health service staff person and another school staff adult will count the number of doses of medication and initial the medication record to indicate the exact number of doses/tablets received.
10. If medication to be administered by health service personnel is brought to school without the proper documentation, it is acceptable to contact the medical clinic where the medication was prescribed and ask for a "faxed" order to be sent to the school. The parent will be notified and a medication form sent home for the parent to complete and return the next day. The medication must be properly labeled and the instructions for use must be discussed with the parent. Licensed *nursing* staff may contact the *physician* and receive verbal confirmation of the medication order. This verbal order must be followed by a fax or written order within two days.

Licensed nursing staff may contact a parent for verbal permission (if written physician order is received) which must be followed by a written signature by the parent within 2 days.
11. If a student is to self-administer medication, a "self medication" form must be completed. If the medication is stored in the health office, it will be stored in the same manner as the other medications in the office. If the student is to keep the medication with him/her, it will be discussed where and how the medication will be stored. This discussion will include the appropriate school staff which could include but not be limited to the nurse, classroom teacher, and school administrator.
12. Health Service staff are responsible for working with students and other school staff to ensure medications are administered as ordered by the physician and requested by the parent. Everything should be done to avoid "no-shows," especially for seizure medications and antibiotics.

13. Medication should not be altered once received by the health office. Parents are responsible for ensuring the health office has the accurate dose to provide to their child. If tablets need to be cut in order to provide the ordered dose, parents must ask the pharmacist to cut the pills when the medication is dispensed or the parents must cut the pills themselves. All health service offices have pill cutters available for parents' use.
14. Prevention of errors: Do not allow yourself to be distracted. Do not use one student's medication for another.
15. Over the counter medications, including cough drops, may be administered with parent's written permission – grades 6-12. In addition to the specifications of the policy, if an over the counter medication is administered 3 times during a week period, the parent will be notified by telephone. In order to administer over the counter medications to students in grades K-5 both a physician's order and parent signature are required.
16. All written medication orders are effective for the current school year only. A new physician's order is needed at the beginning of each school year as well as new parental permission for giving the medication.
17. Field Trips: The teaching staff is informed at the beginning of each school year of their responsibility to inform the health office of upcoming field trips prior to the day of the field trip. Health service personnel will prepare medication for any student needing medication while on a field trip. This preparation is done by:
 - a. Putting a single dose of medication in a small envelope and labeling the envelope with the name of the medication, the dose of the medication, the name of the student, and the time the medication is to be given.
 - b. The envelope is given to the teacher and it is then the responsibility of the teacher to administer the medication.
 - c. The teacher is to sign the medication record when returning from the field trip to indicate the medication was given to the student.
 - d. If the medication was not given for whatever reason, a notation will be made on the student's medication record and the parent will be notified.
 - e. If a student has a complex medication regimen, special accommodations may be required.
18. Medication Error: If a medication error is made, the staff person making the error will complete a "Medication Error Report". This form should be sent to the Supervisor of School Health Services.
19. End of the Year:
 - a. A notice will be sent to parents as the school year ends, reminding them that they are responsible for picking up any unused medication from school .
 - b. As parents pick up any unused medication, health service personnel and the parent should co-sign the student's medication record to indicate the amount of medication given back to the parent.
 - c. Inhalers may be sent home with the student after verbal permission of the parent.
 - d. Medication not picked up on the last day of school will be considered hazardous waste and discarded as directed in the Pharmaceutical/Medication Waste

Procedure. Destruction of medication will be documented on the student's medication record.

- e. OHS Students Only: Over-the-counter medications may be sent home with the student with written or verbal, parent/guardian authorization. Prescription medications, not including controlled substances, may be sent home with the student only after verbal permission from the parent/guardian if they are unable to pick up the medication. The verbal permission must be documented on the student's medication record.
20. Students grades 6-12, while in school, may carry inhalers for use during school with parental permission if needed for asthma or reactive airway disease. The following must have occurred prior to the student self administering the inhaler:
 - a. Written authorization from the parent for self administration
 - b. Request from the parent that the school not administer the medication
 - c. The prescription inhaler must be properly labeled for the student
 - d. An assessment by nurse of the student's knowledge and skill to safely possess and use an asthma inhaler in the school setting
 - e. A plan for the student's safe possession and use of the asthma inhaler
 21. Students grades 6-12 can have possession of prescription non syringe injectors of epinephrine if the parent and prescribing medical professional annually inform the student's school in writing that:
 - a. The student may possess the epinephrine; or
 - b. The student is unable to possess the epinephrine and requires immediate access during the instructional day to non syringe injectors of epinephrine which the parent provides, properly labeled, to the school as needed.
 22. Students grades 9-12 may possess nonprescription pain relief medication in a manner consistent with the labeling if:
 - a. The school district receives written authorization from the student's parent or guardian and physician permitting the student to self-administer the medication. It is preferred all medications are stored in the health office. The written authorization from the student's parent or guardian and physician must be submitted each school year. The district may revoke a student's privilege to possess and use nonprescription pain relievers if the district determines that the student is abusing the privilege. These terms do not apply to the possession or use of any drug or product containing ephedrine or pseudoephedrine as its sole or active ingredient.
 23. The self-administration of medication checklists will be completed by a LPN/RN or the licensed school nurse (LSN). If completed by a LPN, the LPN will gather the information and review it with the student. If there are any deviations, the LPN will report that information to the RN/LSN for further assessment.
 24. Stock Supply of Emergency Epinephrine: ISD #761 will obtain and possess epinephrine auto-injectors to be maintained and administered by trained school personnel to a student or other individual if, in good faith, it is determined that person is experiencing anaphylaxis. Administration of the medication may take place regardless of whether the student or other individual has a prescription for an epinephrine auto-injector or a known condition.

- a. Training: The building principal and LSN will identify appropriate staff to be trained at each school site. Training for designated school staff will be conducted by the LSN/School nurse at least annually and will include:
 - Signs & symptoms of anaphylaxis
 - Common anaphylaxis triggers
 - Appropriate administration of epinephrine, including dosage differentiations(Epi-Pen Jr. 0.15mg are recommended for 33-66 lbs and Epi-Pen Adult 0.3 mg are recommended for 66lbs and greater.)
 - Activation of emergency personnel
 - Follow-up and notification to LSN and building administrators
- b. Storage and access: Stock epinephrine will be clearly labeled and stored in a location that will be secure, but accessible by trained personnel. Specific storage decisions will be made by the LSN and School Nurse at each site. A minimum of one epinephrine auto-injector will be available at each school site during school hours only. Stock Epi-Pens will not be sent on field trips.
- c. Maintenance: The school nurse along with the LSN will keep a log to monitor expiration dates. The stock medication will be replaced upon expiration.