

USE OF MEDICATIONS

The Southgate Community Schools shall not be responsible for the diagnosis and treatment of student illness. The administration of prescribed medication and/or medically-prescribed treatments to a student during school hours will be permitted only when failure to do so would jeopardize the health of the student, the student would not be able to attend school if the medication or treatment were not made available during school hours, or the child is disabled and requires medication to benefit from his/her educational program.

The definition of “medication is as follows; prescription, non-prescription and herbal medications and also includes those taken by mouth, by inhaler, those that are injectable, and those applied as drops to eye, nose, or medications applied to the skin.

Before any medication will be accepted by Southgate Community Schools:

- The student’s parent/guardian and physician will sign the Southgate Medication Authorization form and the Hold Harmless agreement form. This gives the parent/guardian and physician Southgate schools permission to administer medication(s) to the student
- The Southgate Medication Authorization form must have the following information before it is accepted. Written instruction from the physician, school year, name of student, start and stop date of the medication, dosage of medication, route of administration, time of the administration and name of medication. This form will be kept on record at the school.
- At the beginning of each school year the Southgate Medication Authorization and Hold Harmless form must be renewed before medication can be administered.
- The medication must be in the exact dosage prescribed and any dividing or splitting of pills will be dispensed by the pharmacy as prescribed. **NO CHANGES** to medication will be made without a new Medication Authorization form with the signature of the parent/guardian and the physician.
- All medication given to the administration must be in the original packaging. NO MEDICATION will be accepted in any other form than the original packaging. All medication will have a pharmaceutical label with the student’s name, expiration date, pharmacy name, pharmacy number, the prescribing doctor, the name of the medication, and dosage prescribed.

- NO MEDICATION will be accepted from any other person but the parent/guardian that signed the Southgate Medication Authorization form. Please make sure that both parents sign the form if both will drop off medication.

Administering Medication to a Student

- The building administrator will designate an individual(s) responsible for administering medications to the students.
- All individuals designated to administer medication are encouraged to receive in-service training on medication policies procedures in dispensing medication. School staff will be trained by a licensed registered Southgate district nurse at the beginning of each school year. All medication will be assessed twice a year at each school by a licensed registered nurse. This check will include expiration dates, required signatures and medication compliance.
- All individuals designate to administer medication will do so with a witness, except when it is a medical emergency.
- All errors made in the administration of medications shall be reported to the building administrator immediately. This occurrence will be written in a report and entered in the pupil's school record. The building administrator is responsible for reporting the medication error to the parent/guardian.
- At anytime the student, with an emergency medication, is taken off school grounds for any event the student's parent/guardian is asked to accompany the student with the event. If this is not possible, a staff member trained in emergency medication will accompany the student. The emergency medication and the emergency medication authorization will be taken to the event. The staff members are not to abide by any "Do Not Resuscitate" (DNR) agreement, unless ordered to do so by a court of law.

Self-possession and/or Self-administration of Medication

- Students may self-posses and/or self-administer their medication if the self possess and self administration is signed by parent and physician on the Southgate Medication Authorization form.
- A student can not be denied a self-possess/self-administer medication unless they abuse the privilege. This denial of medication will be followed up by a meeting with the student's parent/guardian.
- All medication in the student's possession must be labeled by a pharmacy. It must have the student's name and frequency of the medication. If it has any other name

but the student's name it will be confiscated and the parents/guardian will be notified.

- Any medication found on the student without self-possession/self-administer documentation will be confiscated and the medication will be held at the front office. The student's parent/guardian will be notified.

Training of Personnel

- Staff that administers medication will be trained by the licensed district nurse. This training includes district policies and procedures and medication training.
- Documentation that school personnel have completed in service training shall be maintained by the school nurse and the administration.

Policies for Storage of Medication

- All medication must be stored in a school location that is kept locked.
- All medication must have a pharmaceutical label with the student's name, name of medication, route, frequency and dosage.
- Emergency medication may be stored in an area readily accessible to the individual designated to administer them.
- Medication left over at the end of the school year, or after a pupil has left the district, will be asked to be picked up by the parent/guardian two weeks prior to the end of the school year or prior to exiting the district. If the medication is not picked up the medication will be disposed of by the administrator of the medication and the nurse at the local Southgate Police Department
- A log of medication administration will be kept in a school office and filed in the student's record at the end of the school year. The student's log will be kept on file one year after graduation from high school.
- ALL controlled substance medication will be counted and recorded by parent/guardian and administrator of the medication when dropped off at front office. The controlled substance medication will be recounted on a monthly basis. This will be documented and on the medication log.

Record keeping of all medication

- The medication log will include the student's name and dosage of the medication. The administrator of the medication will record the date and time the medication given and signed. Once the medication is given it will be witnessed and signed by a second adult.
- If any error is made, the error will be crossed out (one line through the error) and initialed and the correction made in the log.