

WELLNESS AND HEALTH SERVICES:
MEDICAL TREATMENT

FFAC
(REGULATION)

MEDICATION
ADMINISTRATION
TRAINING
GUIDELINES

Annually, all campus instructional personnel participate in a review and acknowledgement of medication administration to students training. Staff members will present a certificate of completion to their campus administrator.

Campus support personnel who assist with coverage of the student health clinic must annually participate and acknowledge their completion of the Medication Administration training. Campus support personnel must present a certificate of completion to their campus administrator.

All new campus personnel who assist with coverage of the student health clinic must receive training from the campus Health Coordinator. The campus Health Coordinator and participant will complete the *Medication Administration Skills Checklist* (Exhibit I). A copy of the checklist will be placed in the employee's campus personnel file.

Annually, all designated and approved health services substitutes will participate in a training of clinic procedures and processes. The substitutes will complete the training online and submit a certificate of completion online. All new health services substitutes will receive training from the campus Health Coordinator. The campus Health Coordinator and participant will complete the *Medication Administration Skills Checklist* (Exhibit I). A copy of the checklist will be forwarded to the Executive Director of Personnel Services and placed in the substitute's personnel file.

MEDICATION
ADMINISTRATION

All medication should be given outside of school hours, if possible. Only medication that is required to enable a student to stay in school may be given at school. Medications ordered three times a day can be given before school, after school, and at bedtime. The initial dose of medication must be administered at home, doctor's office, or hospital.

In accordance with the Texas Nurse Practice Act, Rule 217.11, the school nurse has the responsibility and authority to clarify any medication order with the licensed practitioner and/or may refuse to administer medication that, in the nurse's judgment, is not in the best interest of the student. Under no circumstances will campus personnel administer their own medication or another student's medication to a student.

The following guidelines will apply and be implemented by the school nurse or authorized employee when administering medications to students at school:

1. All medication (prescription and over-the-counter) must be provided by a parent or legal guardian. If it is a controlled substance, e.g. Ritalin, it must be transported by a parent or legal guardian and the medication will be counted upon its arrival in the health clinic. Students may have a special exception to this rule for asthma inhalers (See #8).
2. A parent or legal guardian and student's physician must complete the appropriate forms below for all medications, and/or specialized health care, and/or emergency health care plan. Parents or legal guardians may get the forms from the school office.
 - a. *Parent's Request and Doctor's Orders for Administration of Medicine at School* (Exhibit A)

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b. *Medical Orders for Specialized Health Care Procedures* (Exhibit C)

c. *Emergency Health Care Plan* (Exhibit D)

3. Each prescription must be in the original prescription bottle with a prescription label bearing the student's name, the name of the medication, and instructions for giving the medication. Pharmacies can supply two (2) labeled bottles for this purpose. An extra bottle is required if medication is to be administered on a field trip.
4. Non-prescription medicine must be in the original container labeled with the student's name, the name of the medication, and instructions for giving the medication.
5. Sample prescription and alternative medicine must be labeled with the student's name and accompanied by a signed Texas Board Certified physician order, with a patient information sheet listing its ingredients, actions, and side effects.
6. Herbal or dietary supplements and other nutritional aids not approved as medication by the FDA may not be dispensed by school personnel, unless accompanied by a physician's directive and required by the student's individualized education program (IEP) or Section 504 plan for a student with disabilities and provided by the parent.
7. All medication will be placed in a locked cabinet in the health clinic; an exception may be made for asthma inhalers (See #8 below).
8. A student with asthma or severe allergic reaction (anaphylaxis) may be permitted to possess and use prescribed asthma or anaphylaxis medication at school or school-related events only if he or she has submitted a *Self-Administration of Asthma Medicine* form (Exhibit E) completed by his or her parent and physician or other licensed health care provider.

The student must also demonstrate to his or her physician or health-care provider and to the school health coordinator the ability to use the prescribed medication, including any device required to administer the medication.

9. The District can assume no responsibility for loss or negligent behavior when students carry conventional or alternative medication or dietary supplements without the knowledge of the campus health service personnel. Noncompliance may be subject to disciplinary action.
10. Any unused medication will be destroyed two weeks after last dosage. Medication will not be sent home with a student. It must be picked up by a parent or legal guardian at the school health clinic.

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DIABETES CARE
SUPPLIES

In accordance with a student's individual health plan for management of diabetes, a student with diabetes will be permitted to possess and use monitoring and treatment supplies and equipment while at school or at a school-related activity.

NON-
PRESCRIPTION
MEDICATIONS

No student shall have non-prescription (over-the-counter) or prescription drugs; herbal, natural, and/or homeopathic substances; or dietary supplements in his/her possession on school grounds during school hours or at school-sponsored activities. All medication will be stored and dispensed in the school clinic, and all medication must be in a properly labeled container with one medication per container.

A student found in possession of a non-prescription drug or a medication currently prescribed for the student is in violation of established District procedures and is subject to disciplinary action.

FIELD TRIPS

Texas Education Code 22.052, paragraphs (A) and (B), allows for the registered nurse or another qualified school employee, as determined by District policy, to prepare a single unit dose container for field trips. The nurse or employee will prepare only those doses of routine medications, and as needed, medications such as inhalers and life-saving medications to be administered by a trained employee during the field trip. (See Administrative Regulation FMG – Student Activities: Travel)