

School Medication Program

Location of Medication

1. The administrator of each school building shall designate a secure storage area for all medication that is to be kept in school and designate who within the school will be given the responsibility to check in and administer the medication. Generally, this will be the child's teacher.
2. The administrator shall also establish a check-in procedure for medication brought to the school. This procedure shall include: recording the date the medication was deposited, ensuring that authorization is on file, and notifying the person who has been designated to administer the medication. In the presence of the person who deposited the medication and one additional witness, the person checking in the medication shall count and record the number of pills or capsules, amount of liquid, etc.
3. Medication is to be kept in the original container properly labeled with the student's name, specific time to be administered, amount of dosage, and physician's name. It is recommended that no more than one month's supply of any medication be brought to school at one time and that parents or legal guardian be notified approximately five (5) days before all the medication has been used so that the supply can be replenished, if necessary. Unused portions of medications should be returned to the parents or legal guardian at the end of the school year or when the medication is no longer needed by the student.

Personnel Responsible for Administering the Medication

1. All personnel should be familiar with the policy and procedures for administering medication in the school.
2. All personnel having responsibility for supervising students shall be given information on the health portion of the student's school records including related medical problems, if any; suspected allergies; emergency contact persons; etc.; and shall be informed of anticipated circumstances for which school personnel may need to be in touch with out-of-school personnel (e.g., medical personnel, other agencies, etc.).
3. A list of designated personnel within the school building who are responsible for administering the medication should be kept on file. Personnel on the list must receive a general orientation in the administration of medication and a specific review of instructions for a given student's medication needs.
4. When students require extensive medical and health related observations while in school or if medical and health related equipment or appliances must be monitored while the student is in school, additional procedures will need to be established. The Department of Public Instruction should be consulted for recommended guidelines in the education of students with serious and chronic medical problems.

Records Management

1. The administrator of each school building shall develop a system of recording the administration of medication, noting date, time, and signature or initials of the person administering the medication.

2. The record of administration shall include a place for other information to be recorded such as any observed reaction to the medication or possible side effects.

Other Safeguards or Circumstances

1. In some cases, where students may be capable of independently administering their own medication, the administration may require the student to deposit the medication in the designated office area. The student's age and readiness to assume responsibility will determine such details in each student's situation.

2. ALL PERSONNEL should have opportunity for training in First Aid procedures, and as many as possible should be encouraged to remain current in such training.

3. ALL PERSONNEL must be informed of proper procedures in emergencies and of circumstances in which they are expected to directly call the emergency assistance number.

Administering Medication to Students Policy

The giving of aspirin/Tylenol at school is not approved without the prior consent of a parent or legal guardian. Only upon written order of the physician and with written consent of the parent or legal guardian, may a member of the school staff assist in or supervise the administration of any other medication. Students who must depend on receiving medication during school hours for medical reasons must have a written order from a physician giving specific directions for taking the medication. Directions should also be clearly marked on the bottle.

Any medication, which is ordered by the physician to be administered at school, may be given using the following procedures:

1. The medication sent or brought to the school must be accompanied by a signed request from the parent or legal guardian and the physician (see attached form).

2. The following information must be included in the physician's written order and on the label of the prescription container:

- a. The student's name;
- b. Amount of dosage;
- c. Time of administration;
- d. Name and strength of medication;
- e. Amount of medication in prescription;
- f. The instructions for administration should include any possible side effects;
- g. Length of time student will be on medication; and
- h. Special care such as refrigeration.

3. The parents' or legal guardian's consent must authorize administration of a specific medication and must grant permission for school personnel to administer the medication.

4. If medication is for emergency use only, such as a bee sting kit for known acute allergic reaction, then the school nurse may administer it or a person trained by a physician or nurse, upon written consent from a parent or legal guardian. In emergency cases, such as acute allergic reactions, the school personnel shall promptly notify emergency medical personnel and the parent(s) or legal guardian. In many communities, the emergency number now is 911; the emergency number for the community in which the school is located shall be included in the school's policy and procedures.

5. All medication kept in the schools for administration to students will be kept in a manner to protect the safety of the student and other students.

6. A record shall be kept of the administration of the medication, noting date, time, and the initials of the person administering it. All such records shall be deemed a part of the student's education records and shall be confidential.

7. Administration of prescribed medication during school hours will regularly be noted on the cumulative health records of the student.

8. All medications are to be returned to the parent(s) or legal guardian at the end of each school year or when the student withdraws from a school.

End of Policy

Adopted 10/20