

Greene County Public School System MEDICATION POLICY

The goal of the school system regarding the administration of medication during school hours is to assist students in maintaining an optimal state of wellness, thus enhancing the educational experience. **These guidelines refer to both prescription and over –the- counter medications.**

The parent/guardian should treat minor illness at home. For example, a student with a cold severe enough to require frequent medication should remain at home.

It is the policy of the Greene County Public School System to administer the student's medication as prescribed by their physician. The local school districts encourages parents to give the student their medication at home whenever possible. For example, when a student has medication ordered daily, the medication should be given at home. Medication prescribed three times daily should be given at home just before leaving for school, upon returning home in the afternoon, and at bedtime. The only exception to this schedule is medication that must be given before or with meals or a medication that is specified for a noon dose. Contact the school nurse if there are other special conditions that should be cleared.

The following requirements provide school personnel, parent/guardians, and school nurses with guidance necessary to provide safe and proper assistance with medication in schools.

PARENT'S RESPONSIBILITY

1. The parent/guardian and physician must sign the Alabama State Department of Education **School Medication Prescriber/Parent Authorization Form** granting permission for a child to receive prescription medication at school.
2. The parent/guardian must provide the school medication in a correctly labeled prescription bottle container (which includes the student's name, prescribers name, name of medication, strength, dosage, time interval, route and date of the drugs discontinuation when applicable). **Do not under any circumstances** bring medications to school in a zip lock bag or container other than the original. This medication **will not be accepted**.
3. The parent/guardian must provide the school with a new signed prescriber/parent authorization form at the beginning of each school year and/or before any prescription medication can be given at school. This consent form authorizes school personnel to assist students with medication. If the medication order is changed during the school year, an additional prescriber authorization/order is necessary.
4. The parent/guardian or designated responsible adult must DELIVER all medication to the school nurse or other personnel as designated by the principal. The parent/guardian shall pick up the students unused medication (when medicine is completed, out of date, or at the end of school year). The school nurse or designated school personnel will destroy medications not picked up by the parent/guardian in a timely manner. **NO medication will be kept from previous school year.**
5. The parent/guardian shall provide nonprescription medications in the original, unopened, sealed container of the drug, identifying the medication and the entire manufacture's labeling plus the students name (written legibly on the container). Please provide medication, such as

Tylenol, in the smallest container available. The ALSDE **School Medication Prescriber/parent Authorization form** is required for school administration of over the counter medications.

SCHOOL'S RESPONSIBILITY

1. The school nurse with the assistance of the school principal identifies the appropriate individual who shall ensure the right student gets the right medication, in the right dosage, by the right route, at the right time, for the right reason and has documented appropriately, accurately, and in a timely manner.
2. Designated school personnel shall receive school-specific and student specific training from delegated registered school nurse prior to assisting students with medication in a safe and private setting.
3. The delegating registered school nurse must evaluate and approve all the over-the-counter medicines and parent instructions. The delegating registered school nurse will determine if the over-the-counter medication is appropriate and whether a physician's order is necessary. In 2004, the Alabama Board of Nursing issued a declaratory ruling stating that "a school nurse may administer over-the-counter medication without a physician's authorization". Therefore, only parent/guardian signed permission is required for assistance with over-the-counter medications.
4. In the event of an allergic reaction or an emergency involving medication, the school will handle the problem as any other medical emergency.
5. If your child has a chronic illness that requires medication, both the physician and parent/guardian signatures are required on the ALSDE Medication Prescriber/Parent Authorization form.
6. The school personnel will administer sample medication provided from a physician only if it is in an original, unopened, sealed, properly labeled container and according to written directions from the physician.
7. School personnel will refuse to administer medication when there is any discrepancy (i.e., label different from instructions or contents, label is unclear or label torn). This medication **will not be given** until clarification is obtained.
8. The school personnel and parent/guardian personnel must count all controlled drugs upon delivery and document the number of tablets or capsules delivered to the school.
9. **The parent/guardian shall give the first dose of a new medication or a change in dosage (increase or decrease) of current medication at HOME, with the exception of emergency medications (e.g. Epipen injections) in case of possible allergic reactions.**

STUDENT'S RESPONSIBILITY

1. Student must not deliver medications at school.
2. Students must have signed order/authorization from a licensed prescriber and signed parent/guardian permission to self-medicate and carry medication on their person (i.e. Epipen asthma inhalers, insulin).
3. Students who have met the criteria to self medicate will be able to identify and select the appropriate medication, know the frequency and purpose of the medication ordered, and follow the school's self administration procedures (e.g., safety and security precautions, proper labeling).

4. Student will notify their teacher/nurse at the onset of any distress or allergic reaction.

*****Any child that takes medication at school must have turned in a completed and signed ALSDE Health Assessment form to the school nurse!!!!**

FIELD TRIP PROCEDURES FOR MEDICATION ADMINISTRATION

The goal of Greene County Public School System is to facilitate students with special medical needs to be allowed to participate in all school activities. It is especially important to plan ahead for any student with a chronic health condition who may be going on a day field trip or overnight field trip as he/she may need medications given that he/she normally takes at home. The following criteria must be met:

- The student must have a completed ALSDE School Medication Prescriber/Parent Authorization for on file in the health office. A copy of the form **must** accompany the student on the field trip as well as the student daily medication log (MAR).
- The medication assistant (trained in the ALSDE medication administration training) must accompany the student on the field trip unless the School Nurse or parent/guardian is going on the field trip.
- The medication must be kept safely with the medication assistant, nurse or parent/guardian, in the original container with the pharmacy label intact. Student must not keep medication on person unless student has a ALSDE medication prescriber/parent authorization completed and signed and has demonstrated proficiency of self administration from school nurse.
- Medication that needs to be refrigerated must be kept in a small cooler with ice packs if a refrigerator is not available.
- On overnight field trips if OTC medications are needed, ALSDE school medication prescriber/parent authorization form is required. The parent/guardian will provide a sealed unopened bottle of medication. Student will not be allowed to keep on person.
- Documentation should be completed on the student MAR as soon as the medication is administered.
- If a student is incapable of self-administering his/her medication per the medication authorization form, a plan of action should be developed to assist in meeting the need of the student. It is always recommended to encourage the parent/guardian to accompany the student on the field trips.
- If the parent/guardian cannot accompany the child on the field trip and the student is receiving nursing services at the school then the principal or teacher must arrange for nursing services for the student while on the field trip. **HEALTH SERVICES SHOULD BE NOTIFIED AT LEAST TWO WEEKS BEFORE THE DATE OF THE FIELD TRIP.** If assistance is needed in the coordination of health services for the field trip, contact the school nurse.
- Once returning to school, the medication assistant will place all medications back in locked medication cabinet, all medication counts are completed with the nurse and signed and all authorization forms and MAR returned.

QUESTIONS AND ANSWERS REGARDING MEDICATION

Q. Why should parents bring student's medication to school?

A. The Greene County Public School System does not want to place any child in a situation where they may be confronted for drugs. Some medications have a street value. When the parent brings the medication, this ensures no other child will tamper with the medication and decreases the value of abuse.

Q. Why can't my child keep his/her medication?

A. To protect all children from taking medication belonging to another child, no child may carry their own medication at school, unless they have been authorized by the physician, parent and school nurse to self medicate.

Q. Why can't I write on my child's prescription bottle?

A. Prescription bottles can get smeared and very difficult to read. The practice is unsafe and may interfere or obstruct the ability to read the prescriber's original orders listed on the prescription bottle (i.e. student's name, name of medication, strength, dosage, time interval, route, and date of the drug's discontinuation when applicable).

Q. Why can't the school provide and give medication for minor illness or pain?

A. The Board of Nursing strictly prohibits the nurse from stocking medications.

Q. What is the policy on herbal medications and food supplements?

A. Herbal medications and food supplements will not be given without a written order from a physician, parent authorization, verification that the product is safe to administer to the child in the prescribed dosage and reasonable information regarding therapeutic and untoward effects.

Q. What is the policy on products containing aspirin?

A. Due to risk of Reye's Syndrome (a rare but serious condition that causes swelling in the liver and brain), the nurse will not give aspirin or products containing aspirin (Pepto-Bismol, Kaopectate) without a physician's order.

More information concerning the medications at school can be found at www.abn.state.al.us