

Students

Medication Emergency Procedures

Pre-Incident or Error Responsibilities

1. The local poison information center telephone number must be posted on the telephone in the school health office. If the local poison information center cannot be contacted, the school must call 911 for assistance.
2. Every student's health record must contain the name of the physician and/or emergency room to be contacted in the event of a medication emergency.
3. Each school must designate a person responsible for decision-making in the absence of the school nurse. The names of this person and of the person to act in their absence must be known by appropriate personnel and posted in the school health office.

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The poison control emergency center should be contacted immediately and their advice followed.

1. The student's physician should be advised of the emergency and their counsel followed.
2. The parents/guardians of the student should be contacted as soon as possible and advised of action taken at that time.
3. The persons designated to act in the absence of the school nurse should be trained to act in such emergency situations and under the provisions of the Good Samaritan Act must use that training to the fullest in medication emergency situations. In return, as stipulated by law, no liability will be attached if complications develop from that help given.
4. After every medication emergency incident, the person who administered medication must complete the "Medication Error Incident Report" (see attached) which will be available in the nurse's office. This report must be compiled within 24 hours after the incident and maintained in the student's health record.
5. The Superintendent will be notified promptly of all medication emergencies.

The school district shall develop policies and procedures regarding notification and documentation of errors in medication administration. For purposes of these policies and procedures, the term "error" means:

1. Failure to do any of the following as ordered:
 - a. Administer a medication to a student;
 - b. Administer medication within the time designated by the prescribing practitioner;

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- c. Administer the specific medication prescribed for a student;
 - d. Administer the correct dosage of medication;
 - e. Administer medication by the proper route; and/or
 - f. Administer the medication according to generally accepted standards of practice.
2. Administration of a medication to a student which is not ordered or in the case of ibuprofen or acetaminophen, administration to a student which is not authorized in writing by the parent or guardian of such student.

Legal Reference: Regulations of the State Department of Health Services Concerning Administration of Medications by School Personnel.
10-212a-1 of the Connecticut General Statutes

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MEDICATION ERROR OR INCIDENT REPORT

Date or Report School Prepared by

Name of Student: Grade

Home Address: Phone

Date error occurred: Timed noted:

Person Administering Medication

Prescribing Practitioner:

Reason medication was prescribed:

Date of Order: Instructions for Administration:

Table with 6 columns: Medication(s), Dose, Route, Scheduled Time, Dispensing Pharmacy, Prescription Number. It contains three empty rows for data entry.

Describe the error and how it occurred (use reverse side if necessary)

Three horizontal lines for describing the error and how it occurred.

Action Taken:

Prescribing practitioner notified: Yes No Date Time

Parent notified Yes No Date Time

Outcome:

Three horizontal lines for describing the outcome.

Name: Print or Type Signature Title Date