MEDICATION ADMINISTRATION PROCEDURE/PROTOCOL
SARALAND CITY SCHOOL SYSTEM

INTRODUCTION

Many children with chronic illnesses and conditions are attending Saraland City School System and may require medication administration during school hours. The goal of the school regarding the administration of medication during school hours is to assist students in maintaining an optimal state of wellness, thus enhancing the educational experience.

Most medication will be given by the parents at home. Medication prescribed for three times a day 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 along with meals. Contact the school nurse's office if there are other special conditions that would be cleared by Health Services.

The following recommendations provide school personnel, parents, guardians, and students with the guidance necessary to provide safe administration of medication to students in the school setting.

MEDICATION ADMINISTRATION

The Saraland City School System will assist the parents when they delegate administration of medication to the school their child attends. The Health Services Department will work with the school to set safe and effective guidelines in medication administration. The school nurse is responsible for medication administration during the school day in the first aid area. There are designated Unlicensed Medication Assistants on each campus that may administer medication that have received the Medication Curriculum Training by Alabama Board of Nursing and the Alabama State Department of Education. The RN performs this training in accordance with all guidelines. Check-off and reviews are done twice a year at the beginning of the school year and then upon return to 2nd semester.

PARENT RESPONSIBILITY

In order for school personnel to assist a student with medication administration, the following requirements should be met:

1. The parent/guardian must sign the Alabama State Department of Education form SCHOOL MEDICATION PRESCRIBER/PARENT AUTHORIZATION. When this form is signed by the parent, the health care provider and is presented with a correctly labeled prescription bottle, the school nurse or designated personnel may administer medication. A correctly labeled pharmacy container should include the student's name, name of medication, strength, dosage, time interval, route, and date of drug's expiration as appropriate. If the parent provides sample medication from the health care provider's office, the sample should have specific written instructions. If the table or medication needs to be cut in half per the prescription, the parent/guardian should half the scored medication into a smaller dose before bringing to the school nurse.

2. If the medication order is changed (i.e. different drug OR different strength of the same drug) during the school year, a new signed form is required. The parent cannot change the dosage of the medication without written authorization from the health care provider.

3. Information regarding common potential side effects and adverse reactions will be made available to the school personnel administering the medication. The parent/guardian should provide the list of possible side effects for medication taken over a 30-day period.

4. The parent/guardian or the parent designated responsible adult should deliver all medications to the school personnel designated by the nurse. For safety reasons students, MUST not deliver their medications to the school. When the medication is completed, out of date, or at the end of the school year, parents will be advised in writing to pick up any unused medicine. Medications not picked up by parents will be destroyed in the presence of a witness, by the school nurse.

SCHOOL'S RESPONSIBILITY

The principal and the school nurse shall designate specific personnel who shall ensure the **Right** student gets the **Right** medication, for the **Right** reason, in the **Right** dosage, by the **Right** route, at the **Right** time, and is documented in the **Right** way.

Medication is to be stored in the original pharmacy container. Medication is to be stored in a secure locked, clean container, cart, or cabinet, unless the prescriber authorizes a different arrangement for specific students (such as on-self medications). Medications requiring refrigeration should be refrigerated in a locked secure area, not easily accessible by students. Medication should not be stored in food storage areas. No more than a 30-day supply should be stored at school. Daily Controlled Substance Counts will be performed by two school nurses or by a school nurse and an unlicensed medication assistant.

The school nurse administers all medications in the school setting. If the school nurse is unavailable, an unlicensed medication assistant will administer medications under the direction and training of the Register Nurse or Licensed Practical Nurse. The Health Services Department will provide instructions to the person(s) designated to administer the medications. Once the designated person completes the medication training in-service they will be required to complete the Acknowledgement of Training. The nurse during the training and at later dates will complete the Medication Administration Skills Check List.

The person designated by the principal and school nurse to administer medication will:

- Attend the approved Alabama Board of Nursing/ALSDE mandatory in-service.
- Ascertain that the policy requirements for the administration of medication at school have been met.
- Administer medication in a safe setting, i.e., and an area that has limited access.
- Follow the medication policy and procedure as stated below.

MEDICATION ADMINISTRATION GUIDELINES:

1. When giving medications, storing, and counting in medications, physician's orders and written procedures should be strictly followed.
2. Students may have side effects from the medications that will require attention.
3. In the event of an allergic reaction or an emergency involving medication, handle it as any other health emergency.
4. All records containing student health information including medications administration records should be stored in locked file cabinets or secure computer files.
5. Discuss a student's medication information with appropriate staff only (only those who have a need to know).
6. If a student takes any medication crushed, opened, mixed with food or juice, then it must be ordered by the physician/health care provider to take in this manner.
7. Scheduled Medications in the school setting must be counted daily on the mandated narcotic count form by the school nurse and another school nurse/unlicensed medication assistant.
8. Federal law governs the uses of narcotics and barbiturates. Keep medications double locked always.
9. All controlled substances must be counted in by the school nurse with the parent/designated responsible adult signing with the nurse.
10. Narcotics are discouraged to be given to a student while on school campus. There are special circumstances that must be approved by the Health Services Supervisor and further documentation from the physician.
11. The first dose of a new medication should NOT be given at school in case of an allergic reaction.
12. Administer medication according to the following 'RIGHTS':
    - Right student
    - Right medication
    - Right dosage

- Right route (mouth, topical, eye, ear, aerosol, injectable, etc.)
- Right time
- Right documentation
- Right reason

13. Oral medications should not be administered to a student who is or has recently vomited.
14. Over the counter (OTC) medications prescribed to a student for chronic illness may be given provided there is a signed health care provider's order and the parents provide the medication in a new sealed original bottle. No medication is given unless there is a health care provider order.
15. No stocking of OTC or Prescription medications are permitted with the exception of Epinephrine and Naloxone in accordance with ALSDE.
16. The only medications that are kept in the health room areas are calamine lotion for minor itchy rash/insect bite and petroleum jelly used for dry/chapped lips and dry areas on skin. Students may apply this to their skin or lips with a cotton tipped applicator.
17. Eye saline solution is kept in the health rooms for students that have displaced contact lenses or may need to moisten their contact lenses to replace back in the eye. This solution must be basic with no added additives or medications. Eye wash is kept in the health room areas for any emergency use.
18. Sample medication provided from the health care provider's office may be administered per the written directions from the physician or health care provider. The physician's prescription must be always kept with the medication.
19. If there is any discrepancy, the individual administering medication should refuse to administer the medication until clarification is received, i.e. label different from instruction. The nurse should be contacted to obtain clarification. If a doubt remains the parents should be notified that no medication will be given.
20. During extended or overnight field trips, a health care provider's authorization is required for OTC medications. The PPA authorization form must be completed by the parent/guardian. Only the recommended dosage on the bottle will be given. The purpose of the OTC medication and circumstances under which the OTC medication can be administered must be provided by the parent/guardian. The parent/guardian must provide the OTC medication in a new sealed unexpired container for the field trip.
21. On all field trips, the unlicensed medication assistant or school nurse will pick up all medications to be kept in a locked bag along with a first aid bag. Controlled substances must be signed in and out by the health room school nurse and unlicensed medication assistant or school nurse designated for the field trip. All medications are sent in the original container and will not be repacked by the school nurse or unlicensed medication assistant.
22. On all out-of-state field trips, the lead nurse must notify the Board of Nursing in that designated state to let them be aware and seek approval for a RN to practice school nursing in the designated state. A multi-state licensed nurse may attend the field trip if available. Approval must be received ahead of time before the trip.
23. Herbal products and dietary supplements have not been subject to FDA approval and the purity of these products is not clear. There must be an explicit order from a Physician/Health Care Provider and parent authorization. This situation needs to be cleared with the Health Services Supervisor.
24. First aid materials and supplies will be maintained in the health room in accordance with ALSDE and MCHD.

EQUIPMENT NEEDED:

1. Medication
2. Cup for drinking (if appropriate)
3. Gloves (if appropriate)
4. Medication forms

PROCEDURE:

1. Wash hands
2. Have the student state his/her name
3. Obtain the student's clearly labeled medication container
4. Verify the student's medication and dosage as stated on the medication chart form
5. Use the Seven Rights: right student, right medication, right dose, right time, right route, right documentation, right reason. Always check every time medication is given when taking from the cabinet, when pouring the medication, and when returning the medication to the cabinet.
6. Administer the medication:
    - ORAL – be sure the student swallows the medication
    - PILL – pour medication into the cap of the bottle and then pour into the student's hand or medication cup.
    - LIQUID – pour prescribed medication into a calibrated measuring device supplied by the parent; rinse the device after the student drinks the liquid.
    - TOPICAL – put on gloves and apply to designated area
    - EYE – pull bottom lid downward and place medication onto lower lid without touching the bottle or tube to the eye.
    - AEROSOL – follow nebulizer or inhaler procedure
    - EAR – position head with affected ear upward, place correct number of drops in the ear canal.
    - NASAL – while student inhales, place the nasal spray container at the edge of the nasal opening and squirt the ordered amount of medication into the nose.
7. Be sure to document appropriately electronically or on the medication administration record (MAR) after administering each student's medication.

SELF-ADMINISTRATION

The student may self-medicate when the following criteria are met:

- Health care provider designates on the permission form for prescribed medications.
- Consent form signed by parents indicates the student is to self-medicate.
- The school nurse has evaluated the student's skill as appropriate and safe. The self-administration checklist form has been completed and signed by the student, parent, and school nurse. The school nurse will routinely monitor the student's process at appropriate intervals.
- State Law guarantees that chronic conditions that require medications, such as inhalers or other emergency medications, may be kept on the student's person if the health care provider deems necessary, provides instructions, and completes the required forms. This should be discussed with the school nurse. No controlled substances may be kept on person, such as ADHD or pain medication.

MEDICATION ERROR

In the event of a medication error the STUDENT SHOULD BE KEPT WITH THE NURSE OR UNLICENSED MEDICATION PERSONNEL. Call the School Nurse and check the student for the following: Difficulty breathing, changes in the skin color, swelling around the eyes, face, or throat, skin rash, change in mental alertness, slurred speech, nausea, or vomiting. If any of the above symptoms are present, follow these steps as appropriate:

- Anticipate the need for CPR and initiate if needed.
- Call 911
- Call Poison Control Center 1-800-222-1222
- Notify the student's parent/guardian and physician, if unable to reach, do not delay emergency action.
- Notify the school nurse, Health Services Supervisor, and Principal about the situation.

In the event of a medication omission contact the Health Services Supervisor with the student's name, medication, strength, and frequency. The RN will use his/her professional judgment to determine the best plan of action. Parents should be notified of all omissions and other errors.

A Health Services Unusual Occurrence Report should be completed and submitted within 24 hours to the delegating Registered Nurse.

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