

DENISON INDEPENDENT SCHOOL DISTRICT

Administrative Regulations for Administration of Medications at School

In accordance with policy FFAC(LOCAL), medication may be administered to a student by employees authorized by the Superintendent. Authorized employees may administer to students nonprescription and prescription medication provided by the student's parent or guardian. Herbal substances or dietary supplements provided by the parent or guardian may only be administered when required by the students IEP or 504 plan.

In accordance with the Nurse Practice Act, Texas Administrative Code (TAC) 217.11, a school nurse has the responsibility and the authority to refuse to administer medications that in the nurse's judgment are not in the best interest of the student.

- 1) When possible, medication should be scheduled to be taken at home. Medications prescribed or requested to be given three times per day or less, without a specific dosing time, will not be given at school unless a special need exists.
- 2) Medication must be provided by the parent/legal guardian and be appropriate for the student.
 - a) All medication should be brought to school by the parent or guardian.
 - b) No more than a 30-day supply of prescription medication should be brought to school. Medication refills should be provided prior to the depletion of the previous 30-day supply. Providing medication refills in a timely manner is the responsibility of the student's parent or guardian.
 - c) Controlled medications should be brought to the school and the quantity counted/signed in by the parent or guardian. The initial quantity will be confirmed by District staff upon arrival at school and recorded in the student's record. The total on-hand quantity should also be counted and recorded in the student's record at this time.
 - d) Medication cannot be expired.
 - e) Over-the-counter (OTC) medication must be age and weight appropriate per the medication label, and the authorized providers order.
 - f) There can be no conflicting information between the prescription or OTC medication label and the authorized providers order.
- 3) Medication must be in the original, properly labeled Rx container or OTC packaging or from a properly labeled unit dosage container filled by a campus nurse, from a container that appears to be the original container and to be properly labeled.
 - a) Any changes in prescription medication (dosage, time, etc.) will require a new medication label reflecting the changes before the medication can be administered.
- 4) A Request for Medication Administration form must be completed and signed by the parent/legal guardian for all medications, both prescription and OTC.
 - a) The ordering physician/healthcare provider must provide a valid and complete written medication order.
 - b) The medication order is valid for the lesser of: current school year or dates indicated on order.
 - c) A separate Request for Medication Administration form must be completed for each medication.
 - d) Any changes in medication (dosage, time, etc.) must be verified with a new provider order and Request for Medication Administration before the medication can be administered.
 - e) The physicians order must include specific instructions if the form of a medication (crush, cut, mix, etc) is to be changed.
- 5) An Emergency Action Plan should be completed by a healthcare provider for medications pertaining to asthma, seizures, and anaphylaxis. The healthcare provider and the student's parent/guardian must sign the plan.
- 6) All medications will be stored in the school clinic or office. The campus nurse or administrator must approve exceptions in advance.

- 7) Students may not have possession of medications on school grounds unless the criteria for an exception has been met. Exceptions will only apply to medications used to treat asthma, anaphylaxis, and diabetes.
 - a) Students may be permitted to possess and self-administer medication after submitting an Authorization for Self-Administration form signed by the authorized provider, parent or guardian, and student (does not apply to diabetic medications).
 - b) Students may be permitted to possess and self-administer diabetes medication in accordance with their Diabetes Management and Treatment Plan that authorizes self-management and is signed by the parent or guardian and the healthcare provider.
 - c) The student must demonstrate the ability to properly self-administer the medication and express understanding of safety factors and responsibility related to carrying medication.
 - d) Approved exceptions are valid for one school year and must be renewed at the beginning of each school year.
- 8) Medication should be picked up for any of the following reasons: condition for which medication is given has resolved, school year has ended, medication has expired, or the medication order has been discontinued.
 - a) Medication will not be sent home with a student.
 - b) Medications that have not been picked up within 10 days of notification may be disposed of.
 - c) Once medication is properly disposed of, disposal should be documented by signing and dating the action in the student's health record.
 - d) Controlled medications should be counted/measured with a witness and the amount documented prior to sending home or destroying. A witness must be present if medication is destroyed and the witness signature documented.
- 9) A medication log will be kept for each medication a student receives. Every time a dose is administered, the medication administrator should document the action and sign the record.
- 10) Medication will not be administered more than 1 hour outside of the scheduled physician ordered time.
- 11) All medication errors are to be reported to the parent or guardian and recorded on a medication error report form and submitted to the District nurse.
- 12) Annual medication administration training will be provided to Unlicensed Medication Administration Assistants authorized to administer medication by the Superintendent.
- 13) Authorized staff are permitted to administer medications at off-campus, school related activities.
 - a) Authorized staff must adhere to all Administrative Regulations for Medication Administration.
 - b) Only the necessary and properly labeled dose of medication(s) should travel off-site, along with a Medication Administration Record.
 - c) A campus nurse should provide targeted medication administration training about the specific medications to be administered off-site.
 - d) The campus nurse has the responsibility to notify the campus principal if, in the nurse's judgement, medication administration by a District employee is not in the best interest of the student.

Note: This administrative procedure does not apply to medication administered to athletes by the District's athletic trainer as part of the District athletic program.