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Medication Management Procedures

This procedure promotes the health and safety of all students in compliance with the Illinois School Code and the Illinois Nurse Practice Act and adherence to medical and scientific developments. The purpose of this procedure is to outline when, where, how, and under what circumstances AHSD25 students may receive medications during school hours, who may receive them, and how these events are to be documented.

Per Arlington Heights School Board of Education Policy 7:270, students should not take medication during school hours or during school-related activities unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child and otherwise follow the Arlington Heights School District's procedures for dispensing medication.

Definitions

- **[Authorization of Administration of Medication](#)**: The form that must be completed by parent/guardian and physician to authorize Arlington Heights School District 25 personnel to administer any medication to a child during the school day.
- **Administrators**
 - **District Administrators**: The Superintendent, Assistant Superintendents, Directors of various departments responsible for overseeing the district operations, policies, and educational programs.
 - **School Administrators**: The School Principal, Associate Principal or Assistant Principal who is the primary authority over the registered nurses, teachers, staff, curriculum and professional development with a focus on student learning, safety, and health.
- **Delegation**: When a Registered Nurse transfers to a specific individual the authority to perform a specific nursing task or intervention in a specific situation according to details outlined by the Illinois Nurse Practice Act.
- **Emergency Action Plan (EAP)**: A written document that organizes and facilitates the actions schools take during emergencies. This document can be student-specific or it may provide general guidance for all students during emergencies.
- **Medical Provider**: A Medical Doctor (MD), Doctor of Osteopathic Medicine (DO), Advanced Practice Registered Nurse (APRN), or Physician Assistant (PA).
- **Medication**: Any active ingredient intended to provide pharmacological activity or other direct effects on the prevention, treatment, mitigation, or cure of disease or to affect the structure or any function of the human body. Medication includes all manufactured, compounded, natural, herbal or synthetic drugs and remedies, prescribed or over the counter (OTC) substances; vitamins, minerals, nutritional/dietary supplements, and any other medical treatments-- allopathic, homeopathic,

alternative; or any treatments or substances pharmacological, immunological or metabolic. This also includes all formats (aerosols, pills, liquids, creams, oils or ointments) and routes of delivery: oral, rectal, topical, inhaled, intranasal, or injected.

- **Over the Counter Medication:** Substance used to provide symptomatic improvement, which may help enable learning and decrease disruption in the classroom that does not require a prescription. Examples of over the counter medications may include, but are not limited to pain reliever (e.g. acetaminophen, ibuprofen), allergy relief (e.g. benadryl, zyrtec), cough drops.
- **Emergency Medication:** Substance used to avert an urgent or life-threatening health event. Examples of emergency medications may include, but are not limited to epinephrine, albuterol, and opioid antagonists.
- **Controlled Medications:** Drugs and other substances included in the [Controlled Substances Act](#).
- **Medication Administration Record (MAR):** documentation form that includes key information about the student's medication including student name, student photo when available, school, grade, medication name, dose/route/time prescribed, log of administration, medication counts, special notations for missed dosage, medication checks, and identification of any authorized personnel that access the medication.
- **Parent/Guardian:** A person with legal authority to care for and protect the personal needs and interests of a minor.
- **Principal Designee:** When the School Administrator transfers its authority (power or right to give orders, make decisions and enforce compliance) to perform a specific task or intervention in a specific situation to an individual.
- **Registered Nurse (RN):** A staff member or contractor who graduated from an approved nursing school, passed the NCLEX-RN examination, had their qualifications reviewed by the state board of nursing and holds a license as a registered professional nurse with the Illinois Department of Finance and Professional Regulation (IDFPR). They are held to the guidelines of the Illinois Nurse Practice Act (225 ILCS 65).
 - **Certified School Nurse (CSN-PEL):** A Registered Nurse who has completed course work for a certified school nurse (CSN) and holds the corresponding Illinois Professional Educator License (PEL) under the Illinois State Board of Education.
 - **Substitute Nurse:** All AHSD25 substitute nurses are verified as Registered Nurses.
- [Self-Carry and Self-Administration Permission Form](#) or [Asthma Inhaler Permission Form](#). These forms must be completed by parent/guardian and physician to request Arlington Heights School District 25 personnel allow a student to carry and/or potentially use specific medications.

Parent/Guardian Role and Responsibilities in Medication Administration

Sharing Student Health Information

To plan effectively for medication management at school the parent/guardian must provide the Registered Nurse with medical documentation of their child's acute or chronic medical diagnoses and any medication requirements that will be provided during school hours or school-sponsored activities. New documentation is required every school year and is valid through the remainder of the current school year unless otherwise identified.

Provision of Medication to School

Every request for the provision of any medication during school hours must include all of the following:

- Parent to confirm their emergency contact information is updated with the School Office
- Medication brought by parent/guardian to the Registered Nurse during school hours
- Completion of Authorization of Administration of Medication
- When applicable, completion of the student Self-Carry and Self-Administration Permission Form

Parents/guardians should contact the Registered Nurse and Building Administrator if there are unforeseen difficulties with delivering the medication during school hours. The school team will consider options of scheduling a mutually convenient appointment or offering the parent/guardian to complete a Release of Information form to designate an adult family member to bring the medication.

Prescription Medication

- Controlled medication must be verified, counted and signatures on the MAR by Parent/Guardian and Registered Nurse and a witness of a School Administrator or second Registered Nurse every time a medication or refill is presented to the school
- Prescription medication must be in the original prescription container provided by a state approved pharmacy
- The prescription label must exactly match the physician's orders including:
 - Student's name
 - Medication name
 - Medication dosage
 - Administration route
 - Frequency (when to be given) to be taken
 - Licensed prescriber's name
- Prescription medications must include a description of the medication on the bottle or an accompanying picture and/or description document from your child's pharmacist
- Medication must be administered per the prescription and format so if changes to medication format are required, then they must be completed in-person by the parent/guardian with the Registered Nurse as a witness. Examples include:
 - prescription indicates a 1/2 tablet, then the medication must be cut by the parent with medication cutter in the health office
 - prescription indicates 2 ml of liquid controlled medication, then it must be dosed out in medical syringes with tamper resistant seal by the parent in the health office
- Prescription medications can only be provided in a maximum 30 day supply
- At the end of a medication course or at parent/guardian request that medications will no longer be given at school, the parents/guardians will be responsible for retrieving any unused medication within 30 days.

Over the Counter Medication

- Over the Counter medication and/or supplies must be in the new sealed original manufacturer packaging
- Over the counter medication must match the medical provider's orders (e.g. If the order is for Benadryl liquid, then it must be in the liquid format and tablets will not be accepted)
- Medication and/or supplies should be placed in a ziploc bag and labeled with student first and last name

- The smallest size package is preferred to avoid medication waste
- Only non-expired medications will be accepted and parent/guardian must replace expired medications

If a medication is brought to school by a student or does not meet provision requirements, the Registered Nurse will contact the parent/guardian to pick up the medication and/or provide required paperwork in-person to verify the medication. The medication will be placed in a yellow sealable bag, labeled with the child's name and placed in the appropriate storage location. Registered Nurse will follow parent/guardian notification and medication disposal procedures.

Medication Changes

Any change to a current medication or adding a new medication requires the parent/guardian to submit a new Authorization of Administration of Medication and follow the provision of medication guidelines.

A parent/guardian or physician may submit a request to withhold or discontinue medication at school. The parent/guardian must follow up with a written request, email is sufficient. The Registered Nurse will request parent/guardian to pick up medication and follow medication disposal procedures if not resumed or picked up within 30 days.

Medication Records and Verification

Parents/guardians may request to verify the medication, engage in a medication count, and submit a request in writing for a copy of health records at any time. The medication verification will be completed by the Parent/Guardian, Registered Nurse and a witness of a second Registered Nurse, Certified School Nurse, or School Administrator.

Parent/Guardian Administration of Medication

If a parent/guardian wants to administer medication to their child during the school day on school property, they must notify the Registered Nurse or School Administrator to ensure an appropriate, private location can be provided on the day/time requested. Parental/guardian administration of medication is not documented by the school team if medication is brought from home. If medication is taken from the school supply, then the Registered Nurse will document on the MAR.

Registered Nurse Role and Responsibilities in Medication Administration

Review Student Health Information

Registered Nurses are assigned to each Arlington Heights School District 25 school to provide assessment and planning of health care for students to facilitate access to the learning environment. A Registered Nurse will review all student health information provided by parent/guardian and medical providers to determine the need for a plan of care to support the student in the school environment. If it is determined that a medical plan is required to address an acute or chronic health condition in the school setting, then the Registered Nurse in consultation with the parent/guardian and educational team shall create a plan with appropriate accommodations needed for the student to access the learning environment. The Registered Nurse will

disseminate any portions of the plan (i.e. accommodations, diagnosis, potential responses or side effects) to ensure the health and safety of the student to school personnel on a need to know basis.

Provision of Medication to School

The Registered Nurse reviews all requests from parents/guardians for medication administration. The review includes:

- A review of the Authorization of Administration of Medication which includes ensuring the selection of the medication is appropriate for the condition, reviewing the dosage, and administration route to the student.
- A review of the medication brought by the parent/guardian to ensure it matches the Authorization of Medication Administration form.
- A review of medication's expiration date as only non-expired medications will be accepted and parent/guardian must replace expired medications.
- When applicable, a review of the student Self-Carry and Self-Administration Permission Form.
- If additional information is needed regarding the order, the Registered Nurse has the professional responsibility per the Nurse Practice Act to consult with the student's prescribing medical provider to clarify the prescription order information.
- If a medication is brought to school by a student and/or does not meet provision requirements, the Registered Nurse will contact the parent/guardian to pick up the medication or provide required paperwork in person to verify the medication. The medication will be placed in a yellow sealable bag, labeled with the child's name and placed in the appropriate storage location. Registered Nurse will follow parent/guardian notification and medication disposal procedures.

Over the Counter Medication:

- Registered Nurse will document in Powerschool the receipt of medication.
- Registered Nurse will create a health bag labeled with the student's first and last name and any other pertinent identifying school information (e.g. K-5 teacher or MS team/section). The health care bag will include a copy of the Authorization of Administration of Medication and health care plan, if applicable.
- Medication will remain unopened with the manufacturer's seal intact until required to be opened for administration to the student.
- If the student requires the medication, a MAR will be created and used for documentation of administration.

Emergency Medication:

- Registered Nurse will document in Powerschool the receipt of medication.
- Registered Nurse will create a health bag labeled with the student's first and last name and any other pertinent identifying school information (e.g. EC-5 teacher or MS team/section). The health care bag will include a copy of the Authorization of Administration of Medication and health care plan, if applicable.
- Medication will remain unopened with the manufacturer's seal intact until required to be opened for administration to the student.
- If the student requires the medication, a MAR will be created and used for documentation of administration.

Controlled Medications:

- Controlled medication must be verified, counted and signatures on the MAR by Parent/Guardian and Registered Nurse and a witness of a School Administrator or second Registered Nurse.
- Registered Nurse will create the Medication Authorization Record with attached Authorization of Administration of Medication, copy of medication description, and health care plan, if applicable.
- The medication will remain in the prescription bottle presented with the medication. A new prescription bottle will be required for each newly prescribed or any change in medication.

Medication Administration

Only a Registered Nurse, School Administrator or an individual with appropriate training that has been delegated by the Registered Nurse may administer medications.

Handling medications in school setting

- Wash hands thoroughly prior to medication administration.
- Avoid touching medications with bare hands:
 - Use the provided medication tray and spatula to count medication.
 - Pour medication into a medicine cup, the lid of the bottle, or a paper cup.
 - Ask the student to pick up their own medication and put it into their mouth.
 - Assist students who cannot pick up their own pills.
- If crushing tablets is required, pour all crushed medication onto parent-provided soft food or into liquid for the student to consume.
- If measuring liquid medication, use only the provided calibrated measuring cup, spoon, or syringe.
- Parents/guardians must provide equipment required for specialized medication administration.

Follow the “Six Rights of Medication Administration”

1. Right Student
 - Ask the student their name, even if you know them
 - Compare student to photograph on MAR or Powerschool (if available)
 - Confirm student name with name on prescription bottle and MAR
 - If you are unsure about the identity of the student, DO NOT GIVE the medication and contact the School Administrator
2. Right Medication
 - Ensure medication matches the description on bottle or pharmacy print-out
 - If the medication does not match the description, DO NOT give the medication, document reason on MAR, and contact School Administration, Certified School Nurse, and contact parent
3. Right Dose
 - Compare the medication with the dosage as written on prescription and written instructions on MAR
 - If the dosage presented by the parent does not match the prescription, DO NOT give the medication, document reason on MAR, and contact School Administration, Certified School Nurse, parents/guardian
4. Right Time
 - Check MAR for medication time and ensure its delivery is within a 30 minute window before or after scheduled time

- If a student is not available during the window of acceptable time, DO NOT give the medication. Contact Parents/Guardian regarding their request for medication administration or withholding medication. Document outcome on MAR
- 5. Right Route
 - Check the MAR for medication route and administer accordingly
- 6. Right Documentation
 - Document medication administration according to guidelines

Documentation of Medication Administration

All OTC, Emergency and Controlled medication administrations will be documented on an AHSD25 Medication Administration Record (MAR).

- Documentation on the MAR will include date, time, dosage, route and the name/initials of the person administering the medication or supervising the student in self-administration
- OTC and Emergency medication administration will include contact to parent/guardian via telephone, voicemail message or email before the end of the school day
- If a scheduled medication is not administered for any reason other than absence, it will be documented on the MAR with reason and contact will be made with parent/guardian

Medication Storage

All medications administered during school hours or school sponsored activities must be submitted to the Registered Nurse. After review, unless a student is authorized to self-carry, all medications and medication delivery devices and equipment (e.g. inhalers) must be properly stored in the school health office. Medications requiring refrigeration will be kept in the health office refrigerator. At all times, the School Administrator or Principal Designee must have knowledge of and access to all storage units where medication is kept.

- **Over the Counter Medication:** will be stored in a health bag with identifying information and Authorization of Administration of Medication in the health office in a locked cabinet
- **Emergency Medication:** the student's individual health bag with identifying information and Authorization of Administration of Medication will be stored in a designated secure but unlocked location in the health office that is accessible to all school personnel during school hours. During emergencies or drills, it is the responsibility of the Registered Nurse to ensure that all stock emergency medications are available. In the event the Registered Nurse is not present then the School Administrator or Principal Designee is responsible
- **Controlled Medications:** the medication will be kept in the original prescription bottle which will be stored in the school health office in a locked medication box in a locked cabinet accessible to the Registered Nurses, Certified School Nurse and School Administrator or Principal Designee

Medication Checks

When handling medication, wash hands thoroughly and avoid touching medications with bare hands. Use the provided medication tray and spatula to count medication.

- **DAILY:** as a daily controlled medication is administered to the student, the Registered Nurse will complete a count of the remaining medication and document it on the MAR

- WEEKLY: daily controlled medications will be checked weekly to verify amount, accurate medication, and appropriate documentation by the Registered Nurse accompanied by another Registered Nurse, Certified School Nurse, School Administrator or District Administrator. These medication checks will be documented on the MAR with date/time and signatures.
- UPON REQUEST: parents/guardians may request to verify the medication, engage in a medication count and request a copy of health records at any time. The medication verification will be completed by the Parent/Guardian, Registered Nurse and a witness of a second Registered Nurse, Certified School Nurse, or School Administrator
- If any discrepancy is noted during a DAILY, WEEKLY or UPON REQUEST medication check, the Registered Nurse will immediately contact the School Administrator and Certified School Nurse.
 - The School Administrator will immediately initiate an investigation
 - The School Administrator will contact parent/guardian by the end of the school day regarding the discrepancy, follow up with progress updates and share the outcome of investigation
 - The investigation will be documented on the AHSD25 Incident Report Form and if controlled substance medication is missing, the School Administrator will notify the Arlington Heights Police Department

Medication Changes

A parent/guardian or physician may submit a request to withhold or discontinue medication at school which we will implement immediately but the parent/guardian must follow up with a written request, email is sufficient. The following steps will be taken:

1. Registered Nurse will complete a PowerSchool Nurses Note.
2. If medication has an accompanying MAR, the Registered Nurse will put a **W** (withheld) or **D/C** (discontinue) for that day and write an accompanying note on the MAR. Withheld medications will be documented daily with **W** on the MAR until medication is discontinued, resumed, picked up by parent/guardian, or disposed of properly.
3. Registered Nurse will put the medication bottle into a yellow sealable bag and return medication to the appropriate storage place (e.g., double-locked for controlled meds).
4. If this is a controlled medication, weekly medication verifications must still occur and be documented on the MAR.

Registered Nurse will document notifications to parents/guardians to pick up discontinued medications or medications that have been on hold for 30 days and follow the medication disposal procedures.

Medication Errors

If a medication is given in error (i.e. incorrect dose/time/medication), the RN will:

- Assess the student for untoward side effects
- Immediately notify the Parent/Guardian, School Administrator and Certified School Nurse
- If clinically necessary, call 911 for emergency support
- If clinically necessary, contact [Poison Control](tel:1.800.222.1222) 1.800.222.1222
- If clinically necessary, contact the primary care provider
- Complete documentation on MAR and Powerschool
- The Registered Nurse will follow DHS reporting instructions on the [Department of Human Services \(DHS\) Medication Incident Form](#) which includes a review and signature of the School Administrator

and/or Certified School Nurse. The incident form findings will be reported to the Assistant Superintendent of Student Services and parents/guardian within 24 hours of form completion

Medication Unexpected Situations

Medication Refusal

If the student refuses to take the prescribed medication, the Registered Nurse will:

- Encourage the student to take the medication without coercion
- Document on the MAR
- Contact the School Administrator, Certified School Nurse and parent/guardian

Medication Regurgitation

If the student vomits or spits out the medication, the Registered Nurse will:

- NOT repeat the medication dose
- Evaluate the student for illness
- Document on the MAR and Powerschool
- Contact the parent/guardian sharing the time of vomiting and student health status

Medication Waste

If the medication dose is unable to be provided due to accidental situation (e.g. dropped, got wet), the Registered Nurse will:

- Provide a new dose if available
- Immediately notify the School Administrator and Certified School Nurse regarding the situation and request a witness for the proper disposal of the medication
 - Witnesses must be a second Registered Nurse, Certified School Nurse, or School Administrator
- Document on MAR with witness
- The School Administrator will complete an investigation and report findings via telephone and in writing (e.g. email) to the parent/guardian by the end of the school day

Medication Disposal

The Registered Nurse will provide parent/guardian notification one week prior to the end of the school year and end of summer program medication with pick up and disposal procedures including the opportunity to make an appointment for medication pick up. At the end of the school year or end of summer program, the parents/guardians will be responsible for retrieving any unused medication by student dismissal time on the last day of school session unless an appointment has been previously arranged.

At the end of a medication course or at parent/guardian request that medications will no longer be given at school, the parents/guardians will be responsible for retrieving any unused medication within 30 days.

- **Over the Counter Medication and Emergency Medication:** the parent/guardian may notify the Registered Nurse in writing (email is acceptable) the delegation of responsibility to another adult to retrieve the medication. The notification must include the name of the student, name of the medication and name of the adult retrieving the medication.
- **Controlled Medications:** only the parent/guardian can retrieve controlled medications. The parent/guardian, Registered Nurse and witness will perform a medication count and document it on the MAR. Witness must be a second Registered Nurse, Certified School Nurse, or School Administrator

If the parent/guardian or designee does not pick up the medication by student dismissal time on the last day of school session or within 30 days of discontinued medication, then the Registered Nurse will document disposal of the medication(s) with a witness of a second Registered Nurse, Certified School Nurse, School Administrator or District Administrator. AHSD25 Administration will properly dispose of all medications and supplies in accordance with [Food and Drug Administration Safe Disposal of Medications guidance](#) at the Arlington Heights Police Department.

Field Trip

School Administrator will ensure Registered Nurse is provided notification of upcoming field trips. Registered Nurse will review field trip class lists to determine any health needs that require Registered Nurse attendance and/or medications.

Registered Nurse Attendance

- If health needs (e.g. epilepsy, diabetes, cardiac) require a Registered Nurse or parent/guardian in attendance on the field trip, then the Registered Nurse will contact the teacher to determine if parent/guardian has volunteered to attend the field trip. If the parent/guardian will not be in attendance, then the Registered Nurse will notify the school administrative assistant to request a Substitute Registered Nurse through the online system.
- Registered Nurse will provide student specific health information and medication (e.g. seizure medication, diabetic insulin) to the parent/guardian or Registered Nurse attending the field trip.

Medication Needs

- Registered Nurse will prepare a student specific health bag labeled with the student's first and last name that contains the medication, copy of the Authorization of Administration of Medication and health care plan, if applicable
 - If controlled medication is required on the field trip, a locked bag will contain the dosage placed in a prescription bottle with copy of label and Authorization of Administration of Medication.
- Registered Nurse will delegate medication administration to the Teacher to carry and administer the medication unless provided to the parent/guardian or Registered Nurse.
- All district staff have been trained in administration of epinephrine injections and albuterol inhalers.
- All students that have a health bag for the field trip will be assigned to the teacher group who has been delegated to administer the medication or in a group with their own parent/guardian that has volunteered to attend.
- If any medication is administered on the field trip, the administration will be documented on the MAR.
- All medications must be returned directly to the Registered Nurse. The Registered Nurse will complete a medication check to verify amount, accurate medication, and appropriate documentation for every medication upon return. The School Administrator will complete the return and verification if the Registered Nurse is unavailable.

Health Office Safety

Safety and integrity of our health office spaces is important to maintain confidentiality and to support the health of our students and educational teams.

- The Registered Nurses and School Administrator or Principal Designee must have knowledge of and access to all storage units where medication is kept.

- Educational team members will only access the health office when medically necessary for themselves, to accompany a student, garner emergency medications/supplies, or confidentially discuss student health concerns
- Medications will only be held for students with accompanying Authorization of Administration of Medication
- If the Registered Nurse leaves the office unattended (e.g. address student need), the hallway door will be locked with a sign directing all staff and students to access the health office through the main office checking in with the Administrative Assistant who will contact the School Administrator or Registered Nurse

Special Circumstances

- The Registered Nurse, in consultation with the student's medical provider, shall retain the right to decline to administer medication. Any medical order that is declined must be communicated to the parent/guardian as well as to the prescriber, along with the medical rationale and offer to accommodate with different medications or regimens
 - Medications that are deemed toxic (poses a risk of harm to others) will not be administered during the school day or on school property
 - Registered Nurses will not administer intravenous, (peripheral or central) medications or medications known for toxicity (including but not limited to chemotherapeutic agents) during the school day
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Student Role and Responsibilities in Medication Administration

One role of our Registered Nurses is to provide health education to students. Health education should include age and developmentally appropriate instruction of all aspects of a student's health including medication administration. Since the purpose of medication taken in school is often to assist the student to be available for instruction, the Registered Nurse will work with the student, parent/guardian and educational team to address issues surrounding the use of medication including anticipated response and potential side effects that could occur at school. This should include developing plans to assist students to remember to come to the health room for their medication.

Health Office medication administration: The student will participate with the Registered Nurse to ensure the 'Six Rights' of safe medication administration are followed. The response expectations will be modified for age and developmental abilities.

- Right Student by identifying themselves and verify their name and photo (if available)
- Right Medication by identifying the medication
- Right dose by identifying how much of the medication they take
- Right route by identifying how they take the medication
- Right time by identifying when they are supposed to take their medication
- Right documentation by observing the RN write on the MAR

Self-carry and self-administer medication: The student may carry and self-administer their medications during school hours with parent/guardian submission of Authorization of Administration of Medication and Self-Carry and Self-Administration Permission Form or Asthma Inhaler Permission Form

- Self carry form includes the location that the student will keep their rescue medication (e.g. EC-5 backpack or MS pencil case/chrome book case) to ensure it is accessible in an emergency if the student is not able to self-administer.
- In this authorization form, the parent/guardian of the student must sign a statement that:
 - Acknowledges that Arlington Heights School District 25 and its employees and agents are to incur no liability or professional discipline, except for willful and wanton conduct (actual or deliberate intention to cause harm or which, if not intentional, shows an utter indifference for the safety of others), as a result of any injury arising from the administration of medication regardless of whether the authorization was given by the student's parent/guardian or by the student's medical provider
 - Indemnifies and holds harmless the District and its employees and agents against any claims, except a claim based on willful and wanton conduct, arising out of the authorization outlined in this policy regardless of whether the authorization was given by the student's parent/guardian or by the student's medical provider
 - If the above conditions have been met, a student may carry the following medications and supplies on their person:
 - Rescue Asthma Inhalers
 - Epinephrine auto-injectors and/or a single dose of antihistamine (as a rescue) to treat life-threatening allergies
 - Diabetes testing device, supplies, insulin, and rescue glucagon
 - Epilepsy supplies, equipment, and seizure rescue medication

Administrator Role and Responsibilities in Medication Administration

School Administrators are responsible for the supervision of the implementation of these procedures. Perform any duties described for Registered Nurse, as needed, or delegate those duties to a Principal Designee of appropriate staff members. No staff member shall be required to administer medications to students, except Registered Nurses and School Administrators.

Provision of Medication to School

- Act as a witness when parents/guardians bring controlled medication into school by completing verification, counts and sign on the MAR

Medication Administration

- A School Administrator may administer medications following the Authorization of Administration of Medication
- Must ensure an appropriate, private location can be provided on the day/time requested by a parent/guardian who wants to administer medication to their child during the school day on school property

Medication Documentation

- Must ensure controlled medications are checked weekly to verify amount, accurate medication, and appropriate documentation

Medication Storage

- At all times, the School Administrator or Principal Designee must have knowledge of and access to all storage units where medication is kept
- During emergencies or drills, in the event the Registered Nurse is not present then the School Administrator or Principal Designee is responsible to ensure that all stock emergency medications are available

Medication Errors

- Immediately initiate an investigation if any discrepancy is noted during a DAILY, WEEKLY or UPON REQUEST medication check
- Contact parent/guardian by the end of the school day regarding any controlled medication discrepancy, follow up with progress updates and share the outcome of investigation
- Document investigations of medication discrepancy on the AHSD25 Incident Report Form and if controlled substance medication is missing, the School Administrator will notify the Arlington Heights Police Department
- Review the [Department of Human Services \(DHS\) Medication Incident Form](#) as completed by the Registered Nurse following an investigation of medication errors. Ensure Registered Nurse follows DHS reporting instructions which includes a review and signature of the School Administrator and/or Certified School Nurse. Ensure findings are reported to the Assistant Superintendent of Student Services and parents/guardian within 24 hours of form completion

Medication Unexpected Situations

- If there is a medication waste incident, such as; medication dose is unable to be provided due to an accidental situation (e.g. dropped, got wet), School Administrator will complete an investigation of the medication waste and report findings via telephone and in writing (e.g. email) to the parent/guardian by the end of the school day
- School Administrator will act as a witness for the proper disposal of the medication

Medication Disposal

- Assist the Registered Nurse in providing notification to parents/guardians regarding the retrieval of medications at the end of the school year, end of summer program, or the end of the medication course.
- Act as a witness when parents/guardians retrieve controlled medications. The witness will perform a medication count and document it on the MAR
- Act as a witness if the parent/guardian or designee does not pick up the medication by student dismissal time on the last day of school session or after 30 days of a discontinued medication to document appropriate disposal of the medication(s)

Health Office Safety

- Support the Registered Nurse to provide a safe health office space by ensuring educational team members will only access the health office when medically necessary for themselves, to accompany a student, garner emergency medications/supplies, or confidentially discuss student health concerns

- School Administrator will develop and implement a process to provide supervision of a student or staff member if they need to access the health office is unattended when the Registered Nurse is not present

Field Trips

- Make arrangements, in conjunction with the Registered Nurse, parent/guardian, supervising teachers, and/or bus drivers for the student to receive needed medication while on a field trip
- Upon return of the field trip, the School Administrator must receive all medications and complete a medication check to verify amount, accurate medication, and appropriate documentation for every medication if the Registered Nurse is unavailable

Supporting Documents

American Academy of Pediatrics Safe Administration of Medication in School: Policy Statement

<https://publications.aap.org/pediatrics/article/153/6/e2024066839/197359/Safe-Administration-of-Medication-in-School-Policy?autologincheck=redirected>

[Food and Drug Administration Safe Disposal of Medications guidance](#)

Illinois Department of Human Services: <https://www.dhs.state.il.us/page.aspx>

Illinois Department of Human Service and the Illinois State Board of Education Recommended Guidelines for Medication Administration in Schools

<https://www.dhs.state.il.us/onenetlibrary/27897/documents/schoolhealth/medguide2000.pdf>

Illinois General Assembly (225 ILCS 65/) Nurse Practice Act

<https://ilga.gov/legislation/ilcs/ilcs5.asp?ActID=1312&ChapterID=24>

Illinois School Code <https://www.ilga.gov/legislation/ilcs/ilcs3.asp?ChapterID=17&ActID=1005>

Illinois State Board of Education: <https://www.isbe.net/Pages/Health.aspx>

National Association of School Nurses: School Nursing Evidence-based Clinical Guideline: Medication Administration in Schools August 27, 2021

United States Drug Enforcement Administration <https://www.dea.gov/>

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