



Medication at School

School-based medication administration services primarily exist for students with chronic conditions that require medication during school hours in order for the student to safely attend school and participate in the educational experience. **This procedure refers to both prescription and over the counter (OTC) medications.** Medication taken one to three times a day is to be given at home to prevent disruption of the student's learning. For example, when a student has medication ordered daily, the medication should be given at home. Medication prescribed three times a day should be given at home, just before leaving for school, upon return home in the afternoon, and at bedtime.

Over-the-counter medication is permissible but discouraged. The school nurse may administer over-the-counter medication without a physician's authorization. The parent/guardian permission is required for over-the-counter medication. The medication must meet all guidelines as outlined in the State Department of Education's Medication Curriculum.

In the event of an emergency involving medication, the school will handle the problem as any other medical emergency. See anaphylaxis guidelines.

Parent/Guardian Responsibilities

- School nurses are not permitted to accept medications without the healthcare provider order. (PPA)
- Parent/Guardian must notify the school nurse if your child needs medication.
- Parent/guardian must have the child's physician complete and sign the Alabama State Department of Education School Medication Prescriber/Parent Authorization.
- Parent is required to sign the Medication Prescriber/Parent Authorization form only after the form has been completed and signed by the child's physician.
- Parent/guardian must provide the school with medication that is in a correctly labeled prescription bottle container (student's name, prescriber's name, name of medication, strength, dosage, time interval, route, and date of drug's discontinuation when applicable).
- Medications will only be accepted in the original container.
- Parent/guardian must provide the OTC medicine in the original, unopened, sealed container.
- Parent/guardian must deliver all medications to the school nurse or other designated personnel.
- Parent/guardian must provide duplicate medications and forms for AfterSchool Care Programs. School nurses are not permitted to "float" medications to AfterSchool Care Programs.

- Any medications not picked up by the parent/guardian will be destroyed 2 weeks or 10 school days from the date of notification by the school nurse.
- Administer the first dose of a new medication at home or a change in dosage (increase or decrease) of current medication at home, except for emergency medications.

Student Responsibilities

- Students must have a signed order/authorization form from a licensed prescriber and signed parent/guardian permission to self-medicate and carry medication on person i.e. EpiPen, asthma inhalers, insulin.
- Students who have met the criteria to self-medicate will be able to identify and select the appropriate medication, know the frequency and purpose for the medication ordered, and follow the school's self-administration procedures.
- Safely and appropriately self-carry medications to and from school, during schools, and all school-sponsored events. (Applies to self-carry students only.)
- School nurse is responsible for final authorization to self-administer and/or self-carry. Self-carry and self-administration status may be adjusted at any time to ensure safety.
- Student will notify school personnel at the onset of any distress, adverse event or allergic reaction.

School Nurse Responsibilities

- Count all controlled substances upon delivery and document appropriately.
- Never accept medication without a licensed healthcare provider order (PPA)
- Never accept a medication order or change a medication order that comes through a third party (parent, student, or other individual who is not licensed to give such orders). The school nurse may accept verbal medication orders from a legally authorized prescriber, but an updated PPA should be obtained within 48 hours.
- Ensure a safe and private setting for medication administration.
- Identify individuals as unlicensed medication assistants (UMAs) who shall ensure appropriate and safe medication administration.
- Provide emergency care in the event of an adverse or allergic reaction.
- Obtain clarification from the prescriber as needed for safe medication delivery.
- School nurses should complete a weekly controlled substance report with a witness and when there is a staffing change, such as when a substitute nurse is utilized.



OVER THE COUNTER MEDICATIONS

Policy Statement:

Over-the counter medicine is also known as OTC or nonprescription medicine. All these terms refer to medicine that you can buy without a prescription. They are safe and effective when the directions on the label are properly followed as directed by a health care provider. The school does not stock OTC medications. The practice violates the Alabama State of Education and Alabama Board of Nursing rules and regulations. This policy will help parents working with their licensed healthcare providers to choose an over-the counter medicine wisely when administered in school-setting.

Procedure:

1. Under no circumstances should the school stock its own supply of over-the-counter medicine, such as Tylenol, Hydrocortisone, etc. for student or staff use.
2. A standing order from a licensed prescriber does not give permission to stock medications.
3. The parent must provide written consent for all over-the-counter medicine indicating why such medicines may be necessary.
4. The parent must provide a written authorization of over-the-counter medication on the Alabama State Department of Education School Medication Prescriber/Parent Authorization Form.
5. The parent must provide the OTC medicine in the original, unopened, sealed container.
6. In the event student's twins, triplets, siblings have an over-the counter medication. Siblings may share medications. A separate Medication Authorization Form must be completed for each sibling. **Exception, medications for allergic reaction such as Benadryl cannot be shared.** Each sibling should have their own supply.
7. The school nurse may delegate the administration of over-the counter medications to an unlicensed medication assistant.
8. OTC medication may not be kept for more than 2 weeks without written authorization from an authorized licensed healthcare provider.
9. **All medications must be picked up from school at the end of the school year or during an emergency school closing.**

Special Considerations:

1. First aid materials and supplies, including antibacterial ointment (Neosporin), Vaseline, Calamine Lotion, Normal Saline and Eye Wash may be maintained in the health room. A mixture of salt and warm water will be offered to students to gargle for the complaint of a sore throat.
2. Over-the-counter medicines are meant for short-term illnesses and may mask an underlying condition.

Reference:

Alabama State Department of Education and Board of Nursing Medication Curriculum, Curriculum to Teach Unlicensed School Personnel how to Assist with Medications in the School Setting, 2019.