HEALTH:
MEDICATION STORAGE & ADMINISTRATION FFAC(R2)

I. Purpose and Scope

This administrative regulation outlines the procedures for the safe, legal, and accurate administration of prescription and non-prescription (over-the-counter or OTC) medications to students during the school day and during other school-sponsored functions, as required by state law and consistent with Board Policy FFAC.

These procedures are designed to minimize errors and maximize the efficacy of medication. This document provides guidance to all authorized District staff, including Health Services staff and unlicensed personnel.

II. Legal Basis and Personnel Authorization

A. Civil Immunity and Liability

1. **Protection:** TEC § 22.052 protects school personnel, including unlicensed school employees, from civil liability for damages or injuries resulting from the administration of medication to a student, provided the administration is properly authorized and documented.
2. **Authorization:** Permission to administer medication is granted to District employees by assignment from a Campus Principal or Superintendent. The act of administering medication is considered an **administrative task** rather than a health-related service delivered or delegated by a health care professional.
3. **Licensed Nurses:** Licensed nurses (RN/LVN) must practice according to the Texas Board of Nursing's Standards of Nursing Practice.
4. **Non-Employees:** The District does not permit non-employees (including parent volunteers) to administer medications to students who are not their own child.

III. General Requirements for Medication Administration

Medication will be administered only when required documentation, current medication, and proper labeling are provided.

A. Required Documentation (Parental Consent)
According to TEC § 22.052 and TEC § 26.0083, a current written request from the parent or guardian must be received by the District before any medication is administered.

1. **Duration:** All medication requests are valid for the duration of one school year, including consecutive summer school sessions for the current school year. A new form is required for any medication or dosage change.
2. **Minimum Content (TFC § 32.002):**
    - Name of the child.
    - Name of one or both parents or guardian.
    - Name of the person giving consent and relationship to the child.
    - Nature of the medication treatment to be given.
    - Date the treatment is to begin.
3. **Additional Requirements for Medications (Prescription and non-prescription):**
    - Name of medication.
    - Dose to be administered.
    - Route of administration.
    - Number of days medication is to be given (for short-term medications).
    - Time of day the medication is to be given.
    - Special requirements for administration (e.g., "take with food").
    - Special storage instructions (e.g., "keep refrigerated").
    - Physician’s signature of authorization or order to administer.

B. Packaging and Labeling Requirements

1. **Container:** All medication must be brought to the school by the parent or a responsible adult in a container that appears to be the original container and be properly labeled.
2. **Unit Dosage:** An exception may be made for a single medication dose prepared in a properly labeled unit dosage container by a Registered Nurse or another qualified District employee (e.g., for a field trip).
3. **Prescription Labeling:** Prescription labels must include:
    - Date of filling.
    - Pharmacy name and address.
    - Prescription number.
    - Name of the student.
    - Name of the prescribing practitioner.
    - Directions for use.
    - Any cautionary statements.

4. **Dosage Change:** When a dosage change occurs, a new prescription bottle with the updated label and a new physician's order must be provided.
5. **Refusal:** The school nurse or designated staff shall refuse to administer any medication not meeting the required labeling and documentation standards.
6. **Secondary Students:** Special arrangements for medications other than controlled substances may be made for secondary students at the discretion of the parent, campus nurse, and campus principal.

IV. Storage and Security

A. Controlled Access

1. **General Storage:** All medication (prescription and OTC, except those authorized for self-administration) shall be stored in a locked cabinet or drawer or secure area within the school clinic or administrative office.
2. **Refrigeration:** Refrigerated medication must be stored in a separate, secure, and locked container within a refrigerator accessible only to authorized personnel.
3. **Emergency Medications:** Some emergency medications (e.g., EpiPens, certain rescue inhalers) may be stored in an unlocked cabinet/drawer to ensure rapid access. These items must be secure and easily accessible to trained staff but out of the reach of students.
4. **Key Access:** Access to medication keys for locked cabinet/drawers should be limited to the school nurse, principal, and authorized trained staff. Keys must never be left in an unsecured area, desk drawer, or unlocked cabinet overnight or during school breaks.

B. Controlled Substances (e.g., Ritalin, Adderall)

1. **Counting:** Controlled substances must be counted on arrival to school, preferably with the parent or guardian present, and at least weekly thereafter. This count should be performed with a witness and documented in the student’s record.

V. Administration Procedures and Documentation

A. Administration Guidelines

The following guidelines must be followed by all personnel when administering medications:

1. Wash hands thoroughly before preparing the medication.
2. Read the label on the medicine container three times:
    - When taking the container from the shelf/drawer/cabinet.
    - Before pouring the medication.
    - Before returning medicine to shelf/drawer/cabinet.
3. Place pill into lid, then place pill in child's open palm.
4. Never give medicine from an unlabeled container, a container with an unclear label, or a container label that has been altered in any way.
5. Return lid to container promptly after pouring and return medication to its proper location.
6. Do not give medicine if color, consistency, or odor has changed or differs from normal.
7. Once poured, do not leave medication unattended.
8. **Patient Identification (Two Identifiers):** Always ask the student to state their name and compare it with the name on the container. Use two identifiers such as having the student state their name and date of birth (Do not ask "Are you Joe Brown?").
9. Observe student taking medicine.
10. Record time medication was administered on the appropriate document/program (MAR).

B. The Eight Rights of Medication Administration

All authorized staff must adhere to the following rights to minimize medication errors:

1. **Right Patient**
2. **Right Drug**
3. **Right Dose**
4. **Right Route**
5. **Right Time**
6. **Right Documentation**
7. **Right Diagnosis** (Confirming the medication suits the underlying condition)
8. **Right Response** (Observation for side effects and expected outcome)

C. Documentation (MAR)

1. All medication administration, including missed doses and refusals, must be recorded immediately on the student's Medication Administration Record (MAR) or approved electronic health / student information system.
2. The MAR entry must include the date, time administered, dosage, and the initials of the staff member administering the dose.
3. Unlicensed employees may document on the electronic health / student information system only after being trained by the school nurse and receiving user rights from the Health Services office.
4. Any adverse reactions observed must be documented immediately and the school nurse and/or parent/guardian notified.

VI. Herbal Medications, Dietary Supplements, and Essential Oils

These treatments are not regulated by the FDA. Therefore, licensed nurses (RN/LVN) will not be responsible for administering herbal medications, dietary supplements, or essential oils to students.

1. **Unlicensed Personnel:** The administration of these substances by unlicensed personnel is considered an administrative task assigned by the campus administrator.
2. **Storage:** These substances should not be stored in the campus student health clinic.
3. **Inclusion Requirements:** These substances will only be considered for inclusion in a student's Individual Education Plan (IEP) or 504 Plan and administered by an unlicensed campus employee once the parent/guardian provides campus administration with proper physician documentation which includes:
    - Name of substance.
    - Health condition being treated by the substance.
    - Necessity that the substance be administered during the school day.
    - Strength, if applicable, and frequency the substance is to be administered at school.
    - Potential side effects of the substance.
    - Physician's contact information.

VII. Medication Errors

A medication error is a preventable event that may cause or lead to inappropriate medication use or harm to the patient.

A. Missed Doses

1. If a student does not present to the clinic for a scheduled dose, staff should attempt to confirm the student's presence or absence.
2. If present, request the student come to the clinic and inquire about the missed dose.
3. If the student refuses to come to the clinic, the parent or guardian must be contacted immediately.
4. If the student develops a routine of not presenting, a plan must be established between the student, parent, campus nurse, and campus administrator.

B. Procedure for a Medication Error

If a medication error occurs (e.g., wrong dose, wrong patient, wrong route), the following procedures must be followed:

1. Keep the student in the clinic (or have an adult escort the student back immediately).
2. Observe the student's status and document the assessment.
3. Identify the source of the medication error (e.g., wrong dose, medication, route, etc.).
4. Notify key parties:
    - Campus Principal, Lead Nurse, and Director of Health Services.
    - Parent or guardian of the student.
    - Ordering physician.
5. Poison Control (If needed): If there is a need to contact the Poison Control Center for instructions, be prepared to give:
    - Name and dose of the medication.
    - Student's age and approximate weight.
    - Name and dose of any other medication the student receives.
    - Follow all instructions from the Poison Control Center.
6. Emergency: If the student's condition declines and emergency services are required, call 911 immediately.
7. Documentation: Complete a medication error form as soon as the incident is resolved. Forward a copy of the completed form to the Health Services office immediately.

VIII. Staff Training and Designated Personnel

A. Authorized Personnel (Designee)

1. If the school nurse is not available, the Campus Principal or their designee may administer medication.
2. All principal designees administering medication shall be oriented to medication policies and procedures by the campus nurse and successfully complete annual medication training.

B. Training Requirements for Unlicensed Personnel (UP)

1. Training shall consist of successful completion of a training video, *Administering Medication to Students*, and an accompanying Quiz.
2. Training shall cover:
    - This administrative regulation and Board Policy FFAC.
    - The Eight Rights of Medication Administration.
    - Proper storage, security, and documentation procedures.
    - Recognition and appropriate response to common adverse reactions.
    - Emergency procedures for life-threatening conditions.
3. Yearly, the UP shall sign a training completion form, which must be stored in the campus clinic with all training documentation.

The following resources related to UP administration medication at school are located in the Health Services KCloud tile:

- Training Video – Administering Medications to Students
- Medication Administration for Unlicensed Personnel
- Medication Administration Training for Unlicensed Personnel

C. Field Trips (Day Trips)

1. **Notification:** The trip sponsor will notify the school nurse of a planned field trip at least 2 weeks prior by submitting a Field Trip Medication Request.
2. **Sponsor Training:** The field trip sponsor(s) responsible for administering medication must complete the Medication Administration Training for Unlicensed Employees. Prior to the field trip, the nurse and field trip sponsor(s) will review instructions related to all medications to be administered. The sponsor(s) will

review and sign the Administration for Medications to Students on Field Trips Form upon accepting the medications from the nurse.

3. **Medication Preparation (Nurse):** All single dose routine medications will be sent in an individual envelope prepared by the school nurse. The envelope must be labeled with:
    - Student's name.
    - Teacher's name.
    - Medication, including dosage.
    - Date and time the medication is due for administration.
4. **Documentation:** The sponsor will document administration on the Field Trip Medication Administration Log. All documentation logs, empty medication envelopes, and emergency medications must be returned to the school nurse upon returning to campus.

D. Overnight Field Trips

In addition to the day trip guidelines, the following rules apply to overnight field trips:

1. **Trip Sponsor (i.e., coach, teacher, advisor) Responsibilities Include:**
    - Notify the school nurse at the time parents are notified, or at least 2 weeks prior to the planned trip when possible
    - Handling of the Overnight Field Trip Medication Administration Authorization form
        - Distribution: Send the form home to parents / guardians
        - Collection: Collect the completed forms as they are returned
        - Submission: Once collected, turn the forms into the school nurse for review and processing
    - Medication Handling
        - Ensure medications remain securely stored
        - Follow medication administration according to training and this administrative regulation
        - Turn any medications not picked up by parents, into the school nurse
2. **Nurse Responsibilities Include:**
    - Medication Handling
        - Receive medications from the parent
        - Inventory medications with the parent
        - Hand off medications to the trip sponsor before their departure

- Follow waste processes for any medications not picked up by parents after the trip

- In the event a trip is scheduled and departing at a time the school nurse is unavailable to manage medication handling then receipt and inventory is the responsibility of the trip sponsor.
- Review the completed Overnight Medication Administration Authorization forms and review the instructions related to all medications with the trip sponsor as part of their training.
- Ensure the trip sponsor has the Field Trip Medication Administration log before departure and review it upon return.

IX. Student Self-Administration of Medication

A. Criteria for Self-Administration

A student may possess and self-administer prescription medication (including asthma medication, epinephrine auto-injectors, and diabetic supplies) only if the following conditions are met:

1. **Prescription:** The medicine has been prescribed for that student as indicated by the prescription label.
2. **Written Authorization:** The student's parent/guardian and the student's physician must provide annual written consent authorizing the student to self-administer.
3. **Demonstrated Proficiency:** The student must demonstrate to his/her physician/licensed health care provider and the school nurse (if available) the skill level necessary to safely and effectively self-administer the medication, including the use of any required device.
4. **Documentation:** Diabetes medications and self-administration will be documented in the student's Individual Healthcare Plan (IHP).

B. Responsibility and Liability

1. Students granted permission for self-administration must immediately report any use, loss, or malfunction of the medication/device to a staff member.
2. The District and its employees are immune from civil liability for incidents arising from a student's self-administration of medication, provided the requirements of TEC § 38.001 have been met.

X. Disposal and Return

A. Return of Medication

1. Medication that is discontinued, expired, or remains at the end of the school year must be picked up by the parent/guardian.
2. The campus nurse shall communicate a medication return plan, including dates and times, for parents to retrieve remaining medication.

B. Disposal of Unclaimed or Expired Medication

If medications are not retrieved by a parent/guardian in the timeframe outlined, the school nurse or administrator will dispose of the remaining medication in the presence of a witness, with all disposal documented on the MAR.

1. **General Medication:**
    - Remove medication from the container and place in a medication disposal bag.
    - If no disposal bags are available, it is appropriate to mix medication in an undesirable substance such as **coffee grounds, dirt, or kitty litter**.
    - Place the mixture in a sealable bag or container to prevent leakage in the garbage.
    - Remove and destroy patient identifying information from the medication container prior to disposing of the empty container.
2. **Sharps:** Needles and lancets must be disposed of in a puncture-proof container, marked in red, with a biohazard label, and disposed of in accordance with the local exposure control plan.
3. **Epinephrine (EpiPen):** Can be discharged in a plastic water bottle filled with an undesirable substance (e.g., coffee grounds). The spent EpiPen can be disposed of in a sharps container.
4. **Asthma Inhalers:** Remove the cartridge from the mouthpiece and dispose of the remaining parts in the garbage once patient identifying information has been removed.

5. **Documentation:** Documentation of destruction must be recorded in the student's health record, including the amount of medication destroyed and the witness's signature (if applicable).

Links:

- Training Video – Administering Medications to Students
- Medication Administration for Unlicensed Personnel
- Medication Administration Training for Unlicensed Personnel
- Field Trip Medication Request
- Administration for Medications to Students on Field Trips Form
- Field Trip Medication Administration Log
- Overnight Field Trip Medication Authorization Form