

Administration of Medications

Purpose: To administer a drug ordered for a student in the dosage and manner prescribed. Students receive medications at school for a variety of reasons, ranging from treatment of acute conditions to chronic illnesses to complex disabilities. Some students may require medications for life-threatening emergencies.

Guidelines:

1. Important issues confronting the school nurse regarding the administration of medications include, but are not limited to, the following:
 - a. Safe administration of medications
 - b. Adherence to safe nursing practice, state practice acts, and the applicable state laws and regulations
 - c. Monitoring of therapeutic benefits, adverse reactions and any side effects associated with the medications
 - d. Proper documentation
 - e. Management of both over-the-counter (OTC) medications and prescription medications
 - f. Confidentiality

2. The school nurse can administer medication safely and effectively under the following guidelines:
 - a. Before any medication may be administered to a student during school hours, the school principal or nurse must receive a written request (consent) from the parent/guardian along with a written order from the licensed prescriber with an original signature or an authorized electronic signature. These orders can be accepted via fax or electronically from a licensed prescriber.
 - b. Medications to be given include prescribed medications, over-the-counter medications, research or investigational medications, and any product that could be considered a drug, including natural remedies, herbs, vitamins, dietary supplements, enzymes, homeopathic medicines, or medicines from other countries.
 - c. The medication order should include:
 - i. Student's name
 - ii. Name and signature of the licensed prescriber and phone number
 - iii. Name of the medication
 - iv. Route and dosage of medication
 - v. Frequency and time of medication administration

- vi. Date of the order and discontinuation date
 - vii. Specific directions for administration, if necessary
 - viii. Student's date of birth or other personal identifier besides name
 - d. The medication is in the original container if over-the-counter or in a properly labeled prescription container, subject to the State Board of Pharmacy regulations.
 - e. Information on the container must include the student's name, the name of the drug, dosage amount, route of administration, the time interval of the dose, and the name of the prescribing licensed health care provider.
 - f. The school nurse, based on nursing assessment, determines that the medication can be given at school.
 - g. The school nurse is aware of and has access to current, reliable information regarding the safe use of medication, including side effects and toxicity, possible drug interactions, adverse effects, and expected outcomes.
 - h. Medications are stored in a locked cabinet.
3. See Cheltenham School District Use of Medications Policy 210. (Note: VERBAL ORDERS are not acceptable; only written, faxed, or electronic orders can be accepted.)
4. Students are not permitted to carry prescription or over-the-counter medication on their person. The exception is Cedarbrook and Cheltenham High School for inhalers only, with MD orders registered in the nurse's office.
5. All medications, including refills, must be delivered in person during business hours to the school nurse, staff nurse, principal, or principal's designee by the student's parent or guardian, except in the case of emancipated students. The medication must be in the original pharmacy-labeled container. The pharmacy label must conform to state law.