Calhoun County Schools
Medication Protocol



Medication Protocol

Administration of Prescribed Medication

A. **Supervised or assisted administration**: Except in those circumstances where self-administration of medication by the student is indicated and authorized under the self-administration policy stated at part B (below), administration of medication to students should be supervised or assisted by the school nurse or the unlicensed medication assistant. **Unlicensed Medication Assistants** are those individuals that have successfully completed the required hours of an Alabama Board of Nursing approved training program for medication assistance by unlicensed school personnel, training specific to each school, and training in student specific issues, and a written test with 100% competency. Re-certification of these individuals will be conducted yearly by the supervising Calhoun County School Nurses. NO medication may be given without parent authorization, a healthcare provider order and a pharmacy label. (Primary healthcare providers are defined as physicians, nurse practitioners, or physician's assistants).

(1.) The school must be provided a signed statement from the prescribing physician that includes the student's name; the name of the medication; the reason for the medication; the appropriate dosage and method of administration; the time of administration; the duration or discontinuation date, if applicable; and any known drug allergies or reactions. (Physician/Prescriber Parent Authorization (PPA) statement forms will be available in the school health office and located on the Calhoun County School Health Services Webpage.

(2.) The medication must be delivered to the school nurse or unlicensed medication assistant in a pharmacy-labeled container, which includes the student's name, prescriber's name, date, name of medication, dosage and instructions for administering, and date of discontinuation (where appropriate). The label MUST match the prescriber authorization order/PPA. Two containers may be requested from the pharmacy, with one labeled for school use. All medications for students are to be provided by the parent/guardian.

All prescribed medication should be delivered to the school nurse or unlicensed medication assistant directly by the parent/guardian. **NOTE: THE PARENT/GUARDIAN OR PARENT-DESIGNATED RESPONSIBLE ADULT MUST DELIVER ALL MEDICATIONS DESIGNATED CONTROLLED SUBSTANCES (SUCH AS RITALIN) TO THE SCHOOL NURSE OR MEDICATION ASSISTANT. ALL SHARP ITEMS SUCH AS SYRINGES AND LANCETS MUST BE TREATED AS CONTROLLED SUBSTANCES FOR PURPOSES OF THIS PROVISION. STUDENTS MUST NOT DELIVER CONTROLLED SUBSTANCES, INCLUDING SHARP ITEMS TO THE SCHOOL.** Whether a prescribed medication is a controlled substance should be indicated by the physician in the appropriate location on the physician's statement form. At the time a controlled substance is delivered to the school nurse or the medication assistant it should be counted, document the number received and signed by both the parent/guardian bringing in the medication and the nurse/medication assistant receiving the medication. The same must be done on the return of controlled substances.

(3.) The school should be provided with information concerning potential side effects of the medication. The side effects sheet provided by the pharmacist may be attached to the physician's statement form if needed.

(4.) The signed prescriber's authorization is required at the beginning of each school year and/or before any medication can be given at school. If the medication order is changed during the school year (e.g., change in dosage), an additional prescriber authorization/order is necessary. The first dose of new medication or a change in dosage (increase or decrease) of a current medication should be given at home with the exception of emergency medications (e.g., EpiPen injection).

(5.) All medication should be stored in the original pharmacy or manufacturer's labeled containers in such a manner as to render them safe and effective. The school nurse or the medication assistant(s) must not repackage medication for field trips or other circumstances. Repackaging medication is a function of the pharmacist. (See **Storage of Medication** listed below)

(6.) **Only a 30-day supply of medication (prescription and/or over-the-counter)** is to be delivered to the school at a time.

(7.) Medications will be discarded in a manner consistent with health department and/or LEA policy. (See **Disposal of Medication** listed below)

B. Self-administration of Medication: The self-administration of medication by the student is permitted (HB32 Alabama Act No. 2019-456 and HB423 Alabama Act No. 2007-463) only under the following conditions.

(1.) The licensed prescriber indicates that self-administration of medication is permitted on his/her signed order/authorization.

(2.) The medication form is signed by the student's parent/guardian that the student may self-administer the medication.

(3.) The school nurse is reasonably assured that the student is able to identify and select the appropriate medication, knows the frequency and purpose of the medication as ordered, and follows the school self-administration procedures (e.g., safety and security precautions). The school nurse reserves the right to deny the privilege to self-carry to any student based on their assessment and individual nursing judgement.

(4.) The school nurse has assessed and documented the student's health status and abilities and determined self-administration to be safe and appropriate for this particular student.

(5.) The school nurse has developed and implemented a plan to monitor the student's self-administration of medication, based on the student's abilities and health status.

(6.) The school nurse informs appropriate school personnel and administrators that the student will be self-administering a prescribed medication.

(7.) The school nurse collaborates with school personnel, studentNon-prescription medication, including Tylenol, Ibuprofen, etc. may be administered on a limited basis provided the parent/guardian has completed a consent form authorizing the school nurse or medications assistant to administer or supervise the administration of the medication. The medication may be signed in and stored at the school for the duration of one academic school year. The medication **must be age appropriate, in the original unopened container with the manufacturer's label** as well as labeled with the student's name. Dosage and time of administration must be consistent with the manufacturer's instructions or written provider/parent authorization on file. The parent must indicate under which specific condition/complaints that this non-prescription or over the counter (OTC) should be provided.

Storage of Medication

All medication will be stored in the original or pharmacy-labeled container in a centrally located, secured double lock area under the supervision of the school nurse or medication assistant, **unless the physician/prescriber authorizes a different arrangement for specific students**. Medications requiring refrigeration should be refrigerated in a secure area. Public Health standards state medication should not be stored in food storage areas. All medication (prescription or OTC) may be stored at the school for one academic school year.

Disposal of Medication

When the course of medication is completed, out of date, or at the end of the current academic school year, the parent/guardian will be advised to pick up any unused portions of medicine. The school nurse, in the presence of a witness, will count/measure and document the amount of any unused medication. This will be documented on school medication disposal records and documented on the Alabama State Department of Education medication administration card where it will then be filed in the students medical record.

Medications will be discarded in a manner consistent with Alabama Department of Public Health, Alabama Department of Environmental Management, Alabama Drug Enforcement Agency, and/or LEA policy after parent/guardian has been advised to pick up any unused portion.

Records

A medication administration file containing the appropriate authorization, consent forms and other health related information will be maintained for each student to whom medication is administered during school. All medication records (including disposal forms) will be filed at the end of the school year as part of the student's confidential health record.

and/or parent/guardian to determine a safe place for storing the medication while proving for student accessibility when the medication is needed. Some medications such as asthma inhalers or emergency injections (e.g., EpiPens) should be kept "on person" or carried at all times by the student.

(8.) The school nurse will evaluate the effectiveness of the plan and will modify it as needed.

(9.) **AS A GENERAL RULE, STUDENTS WILL NOT BE PERMITTED TO SELF-ADMINISTER MEDICATION DESIGNATED CONTROLLED SUBSTANCES (SUCH AS RITALIN).** Any exception must be with the express approval of the registered school nurse, based upon determination that such exception is essential to the physical well being of the child.

(10.) **ANY STUDENT WHO ABUSES THE PRIVILEGE OF SELF-MEDICATION IN A MANNER THAT VIOLATES THE CODE OF STUDENT CONDUCT WILL BE SUBJECT TO APPROPRIATE DISCIPLINARY MEASURES.**

C. Self- administration of asthma medication: In accordance with HB56 and HB423,the Calhoun County School System will permit the self-administration of asthma medication by a student if the parent or legal guardian of the student provides all of the following:

(1.) Written and signed authorization for the self-administration form approved and mandated by the Legislature of Alabama.

(2.) Written and signed authorization that includes all of the following:

a. The signature of the attending physician, or his/her authorized agent.
b. Confirmation that the student has been instructed in the proper self-administration of the asthma medication.
c. The name, purpose, and prescribed dosage, and prescribed dosage of the medications to be self-administered.
d. The frequency with which the prescribed medications are to be administered.
e. Any special instructions or circumstances under which the medications should be administered.
f. The length of time for which the medications are prescribed.

(3.) All documents provided to the school shall be kept in the office of the school nurse in a secure location.

(4.) Permission for the self-administration of asthma medications shall only be effective for the school year in which permission is granted. Permission for self-administration of asthma medications may be granted in subsequent years provided all requirements are satisfied.

(5.) Upon obtaining permission to self-administer asthma medication (orange form), a student shall be permitted to possess and self-administer approved asthma medications at any time while on school property or while attending a school-sponsored activity.

Administration of Non-Prescription Medication

Non-prescription medication, including Tylenol, Ibuprofen, etc. may be administered on a limited basis provided the parent/guardian has completed a consent form authorizing the school nurse or medications assistant to administer or supervise the administration of the medication. The medication may be signed in and stored at the school for the duration of one academic school year. The medication **must be age appropriate, in the original unopened container with the manufacturer's label** as well as labeled with the student's name. Dosage and time of administration must be consistent with the manufacturer's instructions or written provider/parent authorization on file. The parent must indicate under which specific condition/complaints that this non-prescription or over the counter (OTC) should be provided.

Storage of Medication

All medication will be stored in the original or pharmacy-labeled container in a centrally located, secured double lock area under the supervision of the school nurse or medication assistant, **unless the physician/prescriber authorizes a different arrangement for specific students**. Medications requiring refrigeration should be refrigerated in a secure area. Public Health standards state medication should not be stored in food storage areas. All medication (prescription or OTC) may be stored at the school for one academic school year.

Disposal of Medication

When the course of medication is completed, out of date, or at the end of the current academic school year, the parent/guardian will be advised to pick up any unused portions of medicine. The school nurse, in the presence of a witness, will count/measure and document the amount of any unused medication. This will be documented on school medication disposal records and documented on the Alabama State Department of Education medication administration card where it will then be filed in the students medical record.

Medications will be discarded in a manner consistent with Alabama Department of Public Health, Alabama Department of Environmental Management, Alabama Drug Enforcement Agency, and/or LEA policy after parent/guardian has been advised to pick up any unused portion.

Records

A medication administration file containing the appropriate authorization, consent forms and other health related information will be maintained for each student to whom medication is administered during school. All medication records (including disposal forms) will be filed at the end of the school year as part of the student's confidential health record.