Cleburne I.S.D. Health Services
Medication Administration Protocol

Medication must be accompanied by the Medication Administration Authorization form, *signed and dated* by the parent/guardian and physician, with each new medication.

*The parent/guardian will deliver and furnish medications needed to be given at school in a properly labeled bottle with the appropriate medication form(s). **Naloxone(Opioid Antagonist) medication, unassigned Epinephrine, and unassigned Albuterol will be supplied by the school.**

***** Only medication necessary to enable a student to remain in class will be given at school. Whenever possible, medication should be taken at home. "Three times a day can be given before, after school, and at bedtime. The first dose of a new medication shall be given at home to monitor for sensitivity and side effects that the student may encounter.* <u>All medications must be FDA-approved.</u>

*All medications must be in the original, properly labeled container. Medication in baggies, envelopes, or unlabeled medication WILL NOT be given. *Expired medication is not accepted*.

A new Medication Administration Authorization Form must be updated every school year for each medicine to be administered. <u>A new year means a new form.</u>

*When the medication dosage changes, a written notification (a new Medication Administration Authorization Form) signed by the parent/guardian, along with a written order from the physician and a new medication bottle with the dosage on the label, shall be submitted before any medication will be administered by a school-authorized employee.

*Students <u>may not</u> have a prescription or non-prescription medication in his/her possession while at school **EXCEPT** emergency medication prescribed by a physician and meeting the school board policy and protocols for student-administered medication. <u>Emergency Medication includes</u> EpiPens, Albuterol Inhalers, and Diabetes medications. A student contract to carry emergency medication, signed by the parent/guardian and physician, shall be kept in the nurse's clinic. Students who do not follow the medication protocols and procedures set by CISD may be subject to disciplinary action. Non-medicated cough drops will be allowed on elementary campuses with a parent note. (Please only send enough cough drops for the day. Secondary students can carry non-medicated cough drops with them. Students are not allowed to share cough drops with other students.

*All over-the-counter nonprescription medications must be accompanied by a **Medication Administration Authorization Form signed by a Physician and the parent/guardian.**

End-of-Year Medication Procedure:

- **Elementary:** Medications will not be sent home with a student. A parent/guardian must pick up leftover medication. All medications left at the end of the school year will be destroyed. No medication will be sent home on the bus with a student.
- **Secondary:** Parents or guardians must permit the student to pick up the remaining medication from the nurse's office before the last day of school. All medications left at the end of the school year will be destroyed.

Daily Medication Administration Rules for Nurses and Designated Staff Administering Medication:

All students must have a written physician's prescription and signed parental consent to take medication at school. To properly administer medications, the school nurse, nurse assistant, LVN, and staff delegated by a principal must follow these steps.

- Verify the Medication Authorization Form is in place and signed by the physician and parent/guardian. The Medication on the Medication Authorization Form matches the prescription label and prescription information on the Action Plan if needed for the health condition.
- Check the label on the medication bottle to ensure the correct medication is given to the correct student.
- Use the 5 R's listed below under Safety Feature each time a medication is given to a student. Check the prescription to ensure the proper dosage is given in the prescribed way. (The dosage on the prescription container must match the dosage signed and dated on the Medication Authorization Form and Action Plans by the physician and parent/guardian.)
- Check the expiration date each time a medication is given. Review the monthly inventory for medication expiring before the end of school. The monthly inventory medication form shall be completed by the Registered Nurse each month. If a medication has expired, notify the campus nurse, parent, or guardian. Do not give expired medicine.
- Document the medication given on the Medication Log Form, including the time the medication was given and your initials. Sign each medication log form in the signature spot below where the medication is documented.
- Store medication in a locked cabinet or drawer except Emergency EpiPens. Only designated personnel should have access to the medication.
- When in doubt or have questions about a medication, call your campus nurse, parent/guardian, or physician's office if clarification is needed on any medication. Do not give medication if you do not feel comfortable and confident about administering the medication.

Safety Precaution:

Know The Five "R's" of Administering Medication.

The Five "R's" point to the factors you should practice when administering medication to a student.

- **Right Student Name** (The name of the student matches the prescription label and signed Medication Authorization Administration Form.)
- **Right Drug** (The name of the medication matches the prescription label and signed Medication Authorization Administration Form.)

- **Right Dose** (The dosage to be administered matches the dose on the prescription label and signed Medication Authorization Form.)
- **Right Time** (The time given matches the time on the signed Medication Authorization Administration Form.)
- **Right Route** (The route of medication matches the information provided on the signed Medication Authorization Administration Form.)

The medication expiration date has been checked and is not expired.

Medication Errors:

- **Assess and seek emergency treatment for students if needed.**
- The Medication Incident Form needs to be written and given to campus administration and the District Nurse Manager, Health Service Department.
- Campus Registered Nurse must be notified along with the parent/guardian of the student.
- If 911 is called, make sure you have notified your campus administrator. Campus administrators should notify Central Office Administration.

Field Trip Medications:

- Medications shall be requested from the Registered Nurse assigned to that campus by the Field Trip Coordinator at least 48 hours before the designated Field Trip date. The Registered Nurse for that campus will organize, delegate, and distribute the medications through the assigned Nurse Assistants or Delegated Staff to administer medicine for that campus.
- Medication will be in its original labeled container.
- If the campus nurse or clinic personnel are not attending the field trip, the campus principal will assign staff to administer medication.
- The assigned staff will be trained by the Campus RN before the field trip.
- The assigned staff will carry the Medication Rules on Medication Administration with the 5 “R’s” for good practice in administering medication on the field trip to be reviewed before medication administration.
- The assigned staff will document the 5 “R’s” on the Field Trip Medication Authorization Form provided by the campus nurse.

- The assigned staff will pick up the medication on the morning of the trip and deliver the medication to the nurse at the end of the day. **No medication will be kept overnight unless the trip is an overnight trip.**