

Columbus County Schools

MEDICATION ADMINISTRATION

ADMINISTRATIVE PROCEDURES

Although efforts should be made not to disrupt instructional time, a parent has the right to administer medicines to his or her child at any time while the child is on school property.

Parents or guardians who desire the administration of prescription medication by school personnel during school hours must:

1. Provide written authorization to administer medication at school.
2. Have prescribing physician fill out the 'Request for Medication to be Given During School Hours' form completely and return the form to school.
3. Provide medication (over the counter and prescription) in a labeled container which includes the child's name, the name of the medication, the unit dosage to be given, the number of dosage units, the time the medication is to be given and how it is to be administered.
4. Provide new, labeled containers and sign a permission form when medication changes are made and remove medicines from school premises when treatment has been completed or at end of school year.
5. Inform the school of any change in child's health or change in medication.
6. Provide an emergency plan, if the child has any medical problem that might necessitate emergency planning, to be approved by the parent or guardian according to the physician's orders.
7. Transport medication to the school. Students are not allowed to transport controlled or classified medication.
8. Parents/Guardians are expected to remove medications from school premises at the end of the school year or when use is discontinued. If medication is not removed by parent, school nurse will properly discard according to Medication Disposal Procedure.

The school administering the medication will:

1. Keep medicines locked in a secure place (exceptions may be made for medicines requiring refrigeration).

Columbus County Schools

2. Principal, in consultation with the school nurse, will designate school staff to be responsible for securing and/or administering the medication(s). The school nurse will provide annual medication training to designated school staff, including but not limited to :
 - a. Safe administration
 - b. Six (6) Rights of Medication Administration
 - c. Correct handling and preparation
 - d. Confidentiality
 - e. Documentation
 3. The school nurse will complete periodic reviews throughout the school year. Corrective action plans will be implemented by the school nurse with occurrences that vary from physicians prescribing orders.
 - ◆ Incidents that occur during the administration of medication should be documented on the **Medication Administration Incident Report** form and reported to the principal and school nurse.
- Incidents include:**
- forgetting to give a dose.
 - giving the medication to the wrong child.
 - giving the medication at the wrong time (30 minutes before or after prescribed time is OK-more than that is an error)
 - giving the medication by the wrong route
4. Maintain daily records on the administration of all medication to students including the date any medication is discontinued. The date and time of administration will be recorded for all medication administered. The school nurse will periodically review medication logs and the process of administering medication at each school.
 5. In the event a student does not show to receive prescribed medication, every effort will be made to locate the student and administer the medication. The person administering the medication will make two attempts to locate the student. If the student cannot be located (30 minutes before or 30 minutes after the ordered time), the student's absence or refusal will be noted on medication record and initialed. If the student does not show for two consecutive days, the school nurse and/or principal will be notified.
 6. Provide the school nurse with a current drug reference book for use as a standard resource in reviewing medication.
 7. Ensure that only medicines clearly prescribed for the student are administered by school personnel. If school personnel have concerns regarding the appropriateness of a drug or dosage for a student, a confirmation should be obtained from the student's doctor by the school nurse prior to administering the medicine or allowing a student to self-administer a medicine.
 8. Ensure that written information maintained by the school or school personnel regarding a student's medicinal and health needs is confidential. Parents and students must be accorded all

Columbus County Schools

rights provided by the Family Educational Rights and Privacy Act and state confidentiality laws. Any employee who violates the confidentiality of the records may be subject to disciplinary action.

Field Trip Medication Administration to Students Procedures

Prior to the Field Trip:

- One adult (plus one or two back-ups if needed) will assume the responsibility for medication administration on the field trip.
- Identify any student who will need routine medication during the field trip, as well as any student requiring ready access to emergency “as needed” medications
- As students are identified, the school’s trained staff member who routinely administers medication will prepare each student’s daily dose for the field trip.

Preparation of medication for field trip for each individual student:

- Remove the number of doses needed for the field trip from the original pharmacy-labeled bottle and place in an individual dose packet (ex. a small envelope). Label each dose packet with the student’s name, name of medication, time to receive the medication, and any instructions (such as “to be taken with plenty of water”).
- Compile the names of all students that are to receive medications.
- Provide a list of phone numbers to call if questions arise.
- Provide a copy of any emergency information such as an Emergency Action Plan, and Request for Medication Administration in School form.

On the Day of the Field Trip:

- The medication administrator going on the field trip will collect all student medications, including emergency medications, copies of EAP’s and Request for Administration of Medication in School forms.
- All medications and forms will be kept in a secure location, to ensure that medications and forms are never left unattended.
- The medication administrator on the field trip will follow the (6) Rights of Medication Administration when administering medication.
- The medication administrator will note any errors regarding the administration of prescribed medication on a Medication Incident Report upon their return to school campus.

Upon Returning to School After the Field Trip:

Columbus County Schools

- The field trip medication administrator will return all student-labeled empty packets, any medication not taken, all emergency medications, all student information forms, to the school's daily medication staff member.
- The field trip medication administrator will record all doses given on each student's medication record witnesses by the school's daily medication staff member.
- The field trip medication administrator will provide written incidence reports that may have occurred on the field trip to the school's daily medication staff member.
- The trained medication staff member will consult with the school nurse to discuss events or questions about any field trip incidents as needed.

**** All medication errors or incidences will be reported to the school nurse and school administrator for follow-up and prompt parent notification if needed.**

Medication Disposal Procedures

The School Nurse will dispose of medication when it is discontinued, a student transfers out of the school and at the conclusion of the school year, while following the recommendations of the U.S. FDA, available at www.usfda.org.

- All identifying information/prescription label will be destroyed.
- Take medication out of their original containers.
- Mix medication with used coffee grounds, water or other liquid.
- Put the mixture into a disposable container or zip lock bag and seal.
- Place the sealed container with the mixture, and the empty drug containers, in the trash.
- Inhalant medications will be disposed of by double bagging and placing in regular trash.
- Disposal of medication by the school nurse will be documented on the Medication Check-In/Out Log which requires signatures of school nurse and witness.

Retaining Records

All written parent and doctor authorizations, medication records, and medication logs should be retained on file at school. This information is to be placed in the student's cumulative record at the end of each school year. Destroy all existing medication forms when student reaches 29 years of age and has not received services within the last 10 years or, if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy the medication forms after completion of action and resolution of issues involved.