

Stephen – Argyle Central

Administration of Medications

PURPOSE: Provide guidelines for school personnel when handling and administering medications in school.

POLICY:

- 1) Prescription and non-prescription medication will be dispensed to students using procedure(s) outlined below.
- 2) All administration of medication must be under the general supervision of the licensed school nurse. School personnel will complete medication administration as assigned.

PROCEDURE:

The school district attempts to discourage administration of medication during school hours and requests, whenever possible, that medication doses be scheduled outside of school hours. We recognize that this is not always possible and will cooperate in administration of medication that must be given during school hours with the following understanding:

- Parents will identify to the licensed school nurse that their student is in need of medication administration and/or supervision during the school day.
- Proper form(s) are completed prior to administration of any medication.
- All form(s) are renewed yearly.
- New form(s) are completed with any change in medication dose or frequency.

Non-Prescription Medications:

- 1) The parent/guardian will establish communication channels with the licensed school nurse regarding the needs of the student.
- 2) The school district does NOT stock any over the counter (OTC) medications for distribution during the school hours.
- 3) The medication policy will apply to all OTC products such as Tylenol (acetaminophen), Advil/Motrin (ibuprofen), cold and cough products, antacids, etc.
- 4) If you authorize for your child to receive medication while at school:
 - A bottle of the medication labeled with your child's name must be supplied.
 - The bottle must have the original label and manufacturer's instructions for administration must be readable.
 - Dosing cannot exceed manufacturer's recommendations
- 5) Tylenol (acetaminophen) and Advil/Motrin (ibuprofen) – An Authorization for Administration of Tylenol/Advil must be filled out prior to administration.
- 6) If Tylenol/Advil needs to be given on a regular basis or other OTC medications need to be given short term, it will be done at discretion of the Licensed School Nurse. An additional form (Authorization for Administration of OTC Medications) will need to be completed for this. Any OTC medication that needs to be given for more than 1 week will need a health provider's order to continue. The Authorization for Administration of Medication Form will need to be filled out (requires a health provider's signature).

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Prescription Medications:

- 1) The parent/guardian will establish communication channels with the licensed school nurse regarding the needs of the student.
- 2) Parents will provide the school with an Authorization for Administration of Medication form, which will include student's name, emergency contact information, health provider prescription information and health provider contact information.
- 3) The Authorization for Administration of Medication form must be renewed at the beginning of the school year **OR** whenever there is a change in the medication.
- 4) Medication must be in the original prescription container with proper prescription labeling. The school will refuse to administer medications to any student whose parent has not supplied the proper medication documentation or container(s).

Storage of Medications:

- 1) Medications will be stored in the school office. Only designated personnel will have access to the medications.
- 2) If the student is self-carrying (see below), the medication must be kept secure when not in use.

Self-Carrying and Self-Administration of Medications:

- 1) Students may be permitted to carry and self-administer their own medication provided there is appropriate documentation, which includes Authorization for the Administration of Medication **AND** Self-Administration forms signed by the health provider, parents, and student.
- 2) The licensed school nurse will evaluate the student's knowledge and accountability for carrying their own medication. The licensed school nurse or administration will contact the parent if the administration is being handled inappropriately.
- 3) Students are not allowed to give medications to other students. In the event this is done, the school denies responsibility for any complaints arising from the situation.

Disposal of Medications:

- 1) The parent must remove medication that is left over at the end of the school year, is no longer required or expired. If it is not removed it will be discarded. Medication is discarded at the Marshall County Courthouse in Warren, MN.

The sole responsibility of the school shall be limited to the provision of adequate and proper supervision in administration of medications that comply with the above procedures.