



9.20.18

ADMINISTRATION OF MEDICATIONS TO STUDENTS

This medication **procedure** will address issues relating to the administration of parent-provided medication to students in early childhood programs through 12th grade during the school day. Students who are in need of medication will be provided a safe and appropriate time and method to take their medication.

A physician order is required for all prescription and non-prescription (over-the-counter) medications. A pharmacy generated label, a signed note on clinic letterhead by PCP or specialty doctor, dentist or APN, or signed prescription will serve as physician order and will dictate the dosage and time to be administered. Medications will **only** be given according to labeling directions.

Schedule 2 or 3 pain medication (Codeine, Oxycontin, etc.) will not be administered at school. The only exception to this regulation is students with documented chronic disease, such as Sickle Cell, and an IHP on file noting the need, and a current MAR.

Compliance with this procedure will be the joint responsibility of the principal and the school nurse. Questions regarding the Medication Procedure may be directed to the school nurse or Health Services.

Medication Transit between Home and School

Parents are responsible to bring the medication to school. Children are not to transport their own prescription medication. Parents are to pick up the medication bottles of discontinued or unused medication. (The only exception to this is antibiotics which may be carried to and from school by the student.) The last week of school the nurse will notify parents of unused medication remaining in the health room and encourage medication pick up. On the last day of school all medications remaining in the health room will be destroyed per ADH Pharmacy Services and Drug Control regulations.

Self Carry

In compliance with Act 1694 of 2005, students of all ages who demonstrate proficiency with administration of their inhaler and/or Epi pen may carry their prescribed emergency medication. Parents must agree and sign written authorization for the student to carry an asthma inhaler or auto-injectable epinephrine or both on his/her person for use while in school, at an on-site school sponsored activity, or at off- site school sponsored activity. This authorization is valid for the duration of the school year and must be renewed yearly. The “LRSD Student Assessment/ Authorization and Evaluation for Auto Injector/ Epi Pen and/ or Inhaler Procedure” must be completed annually.

Senior High Students may carry dosage for one day of their prescription and non-prescription medication. Rescue Medications (inhalers and EpiPens) may be carried by students who demonstrate correct use. They are encouraged to report any use of inhalers to the school nurse. Routine verification by the school nurse is not required but nurses will verify any medication upon request of school administrators.

Middle School Students may carry dosage for one day of their own non-prescription medications and certain prescription medications that have been approved by the school nurse and written parental consent. All other prescription medications must be locked in the health room office.

Parental Consent and Documentation

Parents will complete a separate written consent form for each medication that is to be administered at school (controlled and /or non controlled – oral, injectable, rectal, nasal inhaled or topical daily medications) as well as medications needed for emergencies. Medication Authorization forms will have the Medication Administration Record (MAR) copied on the back of the form. The MAR's are to be kept in alphabetical order by student's last name. The MARs for daily medication (controlled and non controlled medication) are located first followed by PRN medication MARs. **The Controlled Medication Count form is also kept behind the students' MAR, in the same location.**

Parents will complete a separate written consent form (MAR) for each medication that is to be administered at school (controlled or non controlled- oral, injectable inhaled, rectal, nasal topical daily medications, as well as medications needed for emergencies. When completing the **controlled medication** authorization and release form record, parent/guardian will identify a specific trained designee to administer the medication in the absence of the nurse.

Compliance Regulations for Administration of Controlled Substances in Schools:

School nurses may not delegate to non-licensed personnel the task of dispensing or administering controlled substances. Once a parent has a prescription, they are considered the ultimate user. The parent may delegate to a volunteer to give the controlled substance in the absence of the nurse. The trained volunteer must be referred to by their name on the consent form. The volunteer must also be named in the student's IHP. (ASNA.org, 8.23.18)

Medication Authorization forms will have the Medication Administration Record (MAR) copied on the back of the form. Nurses should try to obtain a photo of the student to attach to the consent form (MAR). Never use a personal cell phone to take a photo.

If parents refuse to sign the consent form, district employees may not administer the medication. Parents may give the medication.

The back side of the medication authorization form is the Medication Administration Record (MAR). This MAR is to be used for daily charting of medications that have been given. It is essential that every medication administered be documented with the initialed signature of the person giving the medication and the time. **MARs are to be filed in the Health Record.** If the **student transfers** to another school in the district the original MARs is placed in the health record and sent with the student while a copy remains with the nurse who administered the medication in a "medication" file noted by year.

Medication Containers

All medications brought to school must be in the original container with current prescription (prescribed within the last month, not an old bottle). Prescription and non-prescription drugs will be in the original bottle with proper label with administration details. Medication is not to be sent in any other container or wrapper (e.g., Saran Wrap, aluminum foil, lunch box, etc.). Parents are to be notified if medication has been sent in an inappropriate container. The medication will stay at school until parent retrieves or proper disposal is done.

Parents may request pharmacist to provide the medication in two appropriately labeled bottles so one can be left at school and one kept at home.

Accountability of Medication

When the parent brings the medication to school, the number of pills will be counted, (or the amount of liquid measured). This counting will be done by the parent and a school district employee. If the parent is not available to count medication two (2) employees must count and sign the Medication Authorization and Release (MAR). The name of the medication, dosage and amount will be recorded on the Medication Authorization and Release. This information will be dated and signed by the parent and school employee. The amount of medication brought by the parent should not exceed the amount needed for **one month**.

If a school employee, other than the nurse, collects the medication the parent will be told “a School Nurse must assess all medications prior to 1st dose given at school”. The parents may administer the medication in the absence of the nurse. If the assigned school nurse is unavailable for more than 1 day the Health Services Coordinator will be notified to verify the medication.

Medication Counts

Nurses must establish a counting system to document the number of doses of a controlled medication brought to school at the time they are brought to school and weekly all prescription medications after another trained employee administered medications in the absence of the nurse. A count will be done weekly to verify the medication can be accounted for by documentation and the number on hand for the specific student. Access to controlled substances is limited to as few personnel as possible. The medication count is recorded on the Controlled Substance Reconciliation Form. *ASBN, School Nurse Roles and Responsibilities, 2018*

Medication Storage

All prescription and non-prescription medications will be stored in the health room/nurses office under double lock and key. Each lock must have a different unique key. Three copies of the keys are kept at school with nurse, principal and one other person. The keys will remain on campus at all times. Access to control medications will be **limited**

Storage containers may be lockable cabinets, file cabinet drawers, or lockable box and in compliance with Arkansas State Board of Nursing (ASBN) regulations. The containers will be kept locked at all times.

The storage cabinet containing medications is to be used only for medications and items essential to medication administration. No other supplies or equipment is to be in this cabinet. Storage containers may be lockable cabinets, file cabinet drawers, or lockable box. The containers will be kept locked at all times. Medication will not be kept in the classroom.

The school health rooms only store medications that are administered during school hours by school staff. Medications requiring refrigeration must be stored in a refrigerator designated for medications only. Food may not be stored with medication. Opening the door affects temperature and stability of the medication.

The only exceptions to this procedure are:

1. Inhalers and Epi Pens may be carried by elementary students if the nurse and parent determine it is appropriate for the child to do so and the Medication Self Carry form is complete. Students will report to the school nurse any use of inhalers or Epi Pens.
2. Medication that requires refrigeration may be placed in the unlocked refrigerators.
3. Stock Epi pens are kept (1) mounted by other emergency equipment in mail hallway with zip lock tie for security, (1) in Nurses' Go bag in Health Room.
4. Naloxone (stock) is stored in Nurses' Go bag in Health Room.

Medication Administration

When the nurse is available in the building, she/he will administer the medication. Nurses will arrange their schedule so they will be available to administer the medication during high volume time. The principal will designate the Medication Assistant who will be responsible to administer non controlled medication on the days the nurse is not in the building. Only school district employees can be designated. Volunteers are prohibited from administering medication.

RN's and LPN's who are listed as substitute nurses with the LRSD and have been trained and approved by LRSD Health Services may give medications.

Under no circumstances will any staff member or student give or sell any of their own medications to a student. Any student found with another student's medication will be disciplined per the Student Handbook for Drug Violations.

The first page of the Medication Notebook will have the Medication and Procedures Form, a list of students who receive medication on a daily basis. This list will be in order of time sequence. The Medication and Procedure Form is a safety net to check off when a medication is given. It is not a legal document and will be destroyed at the end of the week.

Administration Procedure

- All students are to identify themselves by first and last name every time a medication is administered. Asking other personal identifiers will decrease risk of errors (i.e., parent name, date of birth, etc.)
- The label is to be read twice before giving the medication. This includes checking the name on the bottle with the name of the student, the name of the medication, the dosage and the time the medication is to be given.
- The student is to swallow the medication in the presence of the medication administrator. If water is not close at hand, the student is to get a cup for water and bring it to the designated place. Health Services will provide the disposable cups.
- The label is to be read a third time when the medication is returned to storage.
- Document medication given immediately after giving.

It is expected that students will be responsible to come in to take their medication at the appropriate time. Students may need to be reminded to take their medication. Schools must establish a method of reminding students if they have forgotten or failed to show up for their medications.

Medication Assistants (MA)

Medication Assistants are employees who have been designated by their principal to take the course necessary to prepare them to administer medications. This course, called Medication Administration, will be taught by Health Services Staff.

The course offered through HS consist of:

1. Completing online education through “Safe Schools” Program
2. Attending class and successfully completing written exam
3. Demonstrating required competency skills with the nurse at their assigned school.
4. A certificate will be issued upon completion of all components.

When teaching about Controlled Medications the nurse will state: “Nurses do not delegate the dispensing or administration of any controlled medication. The parent is delegating. By identifying in writing who will give controlled medication, in the absence of the nurse, the parent is delegating.”

The list of MA’s is to be placed on the inside of the medication notebook or in view of the location of the medications. The Medication Assistant must take this required course every three (3) years to retain designee status.

Medication Times

Every attempt will be made to provide for students’ individual medication needs. Parents are to establish medication schedules for their children that will require the least number of doses possible during school hours. Two (2) times a day medications should be given at home, before and after school. Alterations in administration time (up to one hour) must be communicated to parent/guardian.

Error in Medication Administration

Any mistake or error involving administration of medication will require that the school nurse or MA notify the principal, parent and Health Services Coordinator. Documentation of the error is to be made by the person responsible for the error. The report form is found in the **Health Room Guide** Notebook located in the Health Room. Information pertaining to the error is to be placed in the student's health folder by the nurse. A copy is sent to the Health Services coordinator as well.

Reporting Lost or Missing Medication

When medication is missing, it must be reported to the Principal, the Coordinator of Health Services, the parent, Safety and Security Office, DEA and local law enforcement. Incidents involving the school nurse and missing medication will be reported in writing to the Arkansas State Board of Nursing by the school nurse or Coordinator of Health Services.

If a prescribed medication is missing from the secured storage, the school is responsible for replacing the medication. Documentation of incident must be provided with request for payment.

Medication Provided by the School District

The District Consulting School Physician will establish directives for the use of non-prescription medication stocked in the Health Room; non-aspirin (Tylenol), antacid tablets, antibiotic ointment and other medication that may be needed. These medications will only be given by school nurses with parent permission. **Other school personnel may not give school-purchased medications to students, even if parental permission has been obtained**

Herbals

School staff may not administer herbal, non prescription medications to students.

Sample Medication

Arkansas Board of Pharmacy prohibits nurses from sharing sample medications with parents and students.

Medications by Gastrostomy Tube

The school nurse will train designated staff in “Gastrostomy Tube Bolus Method”. The procedure and training documents needed to complete the IHP will be tailored to individual student’s needs. Medication administered through a gastrostomy tube are delivered to the nurse by parents. All mixing is to be done at the school. Students with continuous feedings via gastrostomy pump receive medications via bolus method.

Thick It is powder added to liquids (water, juice, milk) to prevent aspiration. A doctor must prescribe this for administration at school and describe the consistency; examples-honey, nectar (thinner), etc. Thick It easily congeals and must be used quickly after mixing.

Students receiving Thick It at school should have a swallow study done within 2 years, develop safety precautions to prevent ingestion of water from water fountains, classrooms and other places around school. A Medication Authorization Release (MAR) must be completed to obtain parent permission.

Simply Thick is gel packets measured to be mixed with prescribe amount of liquid (water, juice, milk). A Medication Authorization Release (MAR) must be completed.

Students who give or receive medication from other students will receive discipline sanctions according to the Student Handbook.

Nurses will attempt to verify any found medication on request of the school administrators.

MEDICATION DISPOSAL

LRSD Health Services has a contract for disposal of medical waste. Parents should pick up unused medication from the health room. If parents do not respond to nurse’s request for retrieval of medication, the medication will be disposed of as described here.

Parent failure to retrieve medication will be noted on the LRSD Medication Disposal Record. A copy of Medication Disposal Record should be kept at school in file of the Annual Report.

Epi Pens and albuterol can be brought to the Health Services Office for disposal. All other medications (prescription and OTC) should be disposed of by the nurse using the instructions below.

1. **Controlled Substances** that are abandoned or surrendered by parents are released to LRSD Security officers or LRPD officers to be taken to LRPD for destruction. Only send medications listed in the **Arkansas List of Controlled Substances, which is attached**. Tylenol, Guanfacine/Tenex, Cymbalta, Cetrizine are **not Control Drugs and may be surrendered at the Police Station or by following the White House Rules for disposal**. Do NOT flush them down the toilet. There must be a paper trail noting collection, return and disposal of all medications provided by parents.
2. Any other prescription or over the counter medication is disposed of using "the white house rule" listed below. Do NOT flush them down the toilet.
 - Before throwing out a medicine container, scratch out all identifying information on the prescription label to make it unreadable. This will help protect the identity and the privacy of personal health information
 - Take medication out of their original containers and mix them with an undesirable substance, such as used dirt, coffee grounds or kitty litter. The medication will be less appealing to children and pets, and unrecognizable to people who may intentionally go through your trash.
 - Put them in a sealable bag, empty can, or other container to prevent the medication from leaking or breaking out of a garbage bag.

References

Act 757 (2011) Allow School Nurse to Administer Auto Injectable Epi. Asthma inhaler directives included.
Arkansas Nurse Practice Act (2007) A.C.A. 17-87-101 et al. www.arsbn.org
Arkansas State Board of Nursing, School Nurse Role & Responsibilities Practice Guidelines (2018)
Arkansas State Board of Pharmacy

MEDICATION PROCEDURE FOR DAYTIME FIELD TRIP

Students receiving prescription medication during the school day will receive their prescribed medication while on field trips. The CMA staff person accompanying the student during the field trip will be responsible for security of the medication, medication administration and documentation. If the teachers and/or staff accompanying students on the field trip are not trained to give medication the nurse can teach the staff to give the individual medication needed for this one time. For controlled medication, the "controlled medication" procedure will be followed.

SCHOOL DISTRICT PERSONNEL RESPONSIBILITIES:

1. Teacher will notify the school nurse of a scheduled field trip as soon as the trip has been scheduled or at least 1 week in advance.
2. Nurses will receive an email regarding upcoming field trip when bus transportation is requested. This email will include date, time and location of field trip.
3. The field trip departure will be delayed if nurses do not have adequate time to assemble the daily and emergency medications.

4. The staff member in charge of medications will:
 - Count the medication with the school nurse from the prescription bottle.
 - Receive the medication from the nurse in a properly labeled sealed medication envelope (the morning of the field trip).
 - Keep the medication in a secure place at all times while on the field trip.
 - Administer the medication within 30 minutes before or after the time indicated on the medication envelope following all instructions carefully.
 - Return the **medication envelope** to the health room following the field trip. Person responsible will sign their name, and document on the Medication Administration Record, the date and time the medication was given.

SCHOOL NURSE RESPONSIBILITIES

1. Notify teachers of students requiring medications on field trips.
2. The nurse counts the medication to be given with the staff who will administer on the field trip.
3. The nurse places one dose of medication in a small envelope, identifying the name of the student, name of medication, dose, route and time to be taken. Also indicate a place on the envelope for the medication assistant to sign and put the time and date the medication was administered. The envelope is to be sealed.
4. After the field trip, the envelope is to be returned to the nurse who will make note of field trip on the Medication Administration Record (MAR) and store it in the students' health folder.
4. Emergency meds such as Epi-pens, Glucagon, Benadryl and Inhalers will be packed for the trip as needed. Include the Individual Health Plans, Food Allergy Plans and Asthma Action Plans, the medication and medication consent form in a Manila envelope provided by the office and staple the IHP, FAP or AAP on the back of the envelope. The nurse will review protocol and establish competency of the medication administrator to administer Epi-pens and Inhalers. Students who meet criteria may carry and administer their own inhaler and/or Epi-pen according to state law.
5. Address any food allergy concerns if there are plans for eating meals or snacks during the field trip, prior to leaving campus.
6. Students with diabetes will need to have their blood sugar checked while off campus. If food is served, plans must be made for insulin to be administered by a parent or nurse.
7. In the absence of the nurse, preparation of field trip medication may be delegated to the Medication Assistant (MA).

ADDITIONAL INFORMATION for Field Trips:

- If a liquid medication is to be dispensed, the original container and a device for measuring the medication must be taken on the trip.
- If a medication is not given as it is ordered, the person responsible for giving the medication must **notify the student's parent, the student's physician, the school nurse and the principal. (Parents may call the physician but if unable to reach the parent, the physician must be called directly). Upon return to school, a Medication Error Report must be filled out.**

