

Medication Administration Procedure

This is a companion document with Policy # 516 – Student Medication

To access the policy: click on Policies (under the District Information heading)

The Licensed School Nurse determines the appropriate staff for medication administration delegation. The Licensed School Nurse will provide medication administration training upon hire and on an ongoing basis to Health Assistants. The Licensed School Nurse will train other school staff when delegation of medication administration is necessary. Training will include a review of district policies and procedures, data privacy, individualized student health information, emergency protocols, equipment, what to report to the Licensed School Nurse, infection control procedures, the six rights of medication administration and proper documentation. The trainee will return demonstrate medication administration to the Licensed School Nurse. The Licensed School Nurse will supervise all persons whom medication administration is delegated to on an ongoing basis. It is the responsibility of the delegatee to perform medication administration correctly and to report any unusual responses to the Licensed School Nurse. The delegatee cannot re-delegate medication administration to anyone else without the involvement and supervision of the Licensed School Nurse.

The Health Assistant must contact the Licensed School Nurse when new medications (long-term or short-term) are prescribed, there is a change in a student's medication or dose, or a parent provides over-the-counter medication to be given in school. Only medication(s) required during the school day will be given in school. It is the responsibility of the parent or legal guardian to provide all medication for the student. The Licensed School Nurse/Health Assistant is to verify proper authorization (see below), the medication container label, the date the medication was prescribed, the expiration date of the medication and the contents. Prescription medication must come to school in the prescription bottle and nonprescription medication must come in the original container. A new container with a corrected pharmacy label must accompany each medication change.

Proper Authorization:

St. Michael – Albertville Schools will accept an oral parent or legal guardian request to administer medication for up to two school days, after which a written authorization is required.

1. Prescribed medication and drugs for treatment of chronic disease or conditions (administered for more than two weeks):
 - a. Written authorization from a licensed prescriber.
 - b. Written authorization from a parent or legal guardian.
 - c. Currently labeled pharmacy container.
 - d. Prescription medication and drugs will be administered according to written directions on the pharmacy label.

2. Short-term prescription medication and drugs (administered for less than two weeks):
 - a. Written authorization from a parent or legal guardian.
 - b. Encourage written authorization from a licensed prescriber.
 - c. Currently labeled pharmacy container.
 - d. Prescription medication and drugs will be administered according to written directions on the pharmacy label.

3. Nonprescription medication:
 - a. Written authorization from a parent or legal guardian.
 - b. Original container.
 - c. The Licensed School Nurse and/or designated school official(s) may require a written order from a licensed prescriber if they question proper use of any nonprescription medication(s).
 - e. Nonprescription medications are not to be carried or self-administered by students (exception: secondary students may carry and self-administer nonprescription pain relievers as outlined in the medication policy).
 - f. Nonprescription medications will be administered according to the manufacturer's recommendations, unless written instructions stating otherwise are received from a licensed prescriber.

Licensed prescriber includes physicians, dentists, podiatrists, osteopaths, psychiatrists, physician assistants, and advanced practice registered nurses. Licensed prescriber does not include chiropractors, naturopathic/homeopathic providers, psychologists, nutritionists and nurses other than advanced practice registered nurses. A "Medication Authorization" form must be completed annually (once per school year) and/or when a change in the prescription or requirements for administration occurs.

The school will refuse to administer medication(s) to any child whose parent or legal guardian has not given proper authorization and met the requirements of the medication policy and for whom the medication is not in a pharmacy labeled container or original container. The licensed school nurse may refuse to administer or allow to be administered any medication(s) which, based on her/his individual assessment and professional judgment, has the potential to be harmful, is dangerous or inappropriate. If the Licensed School Nurse refuses to administer or allow to be administered any medication, the parent or legal guardian and licensed prescriber will be notified immediately by the Licensed School Nurse with an explanation for the refusal to administer the medication(s). St. Michael-Albertville Schools will not administer dietary supplements, herbal products, complementary and alternative medications, investigational medications or other products not approved by the Food and Drug Administration. St. Michael-Albertville Schools will also not administer aspirin or other salicylate containing medications. Research has established a link between Reye's syndrome and the use of aspirin and other salicylate containing medications in children.

When medications are discontinued or placed on hold, every effort should be made to obtain the request in writing from the parent. It is also recommended to obtain written requests from physicians to discontinue or temporarily hold prescription medication. However, medication will not be given if the parent requests it be discontinued or held, but a written request to do so has not been received.

The Licensed School Nurse/Health Assistant will maintain a Medication Administration Record for each student receiving medication; indicating the student's name, medication, date medication was started, dose, date of dose change (if changed), time of administration, date and number of pills received each time additional pills are brought to school (for prescription medications only), date and dispenser's initials for each dose administered, and date of medication discontinuance (or end of school year). The Licensed School Nurse/Health Assistant will also maintain a master list of students receiving daily medication in that building.

All medications are to be stored in a locked medication and/or filing cabinet (or refrigerator if medication must be refrigerated) in the Health Office, and remain there unless the student is present to take the medication. The medication cabinet is to be locked whenever the Licensed School Nurse/Health Assistant is not present. Medications are not to be carried or self-administered by students (except nonprescription pain relievers self-administered by students in grades 7-12 with written parent authorization), unless documented otherwise in the student's health record (example, inhalers and Epi pens self-administered by students; see below). Medications are not to be transported back and forth from home to school. Exception: 1- students self-administering asthma inhalers and/or Epi pens, 2- for students in grades K-6 **the first day** antibiotics, eye drops, ear drops, ointments, creams, and nonprescription medications are received if the parent cannot pick the medication up themselves (the LSN/HA will call the parent and inform them that the medication cannot be transported back and forth and that the parent either needs to obtain a separate pharmacy-labeled or original container for school or not send the medication to school again) and 3- for students in grades 7-12, antibiotics, eye drops, ear drops, ointments, creams, and nonprescription medications.

The steps in the medication administration process are as follows:

Step 1: Wash hands.

Step 2: Verify authorization from parent and/or prescriber. Seek help when questions arise.

Step 3: Identify the student. Ask the student to say his/her name, date of birth and teacher if you do not know the student.

Step 4: Remove medication from locked cabinet. Do not leave the medication unattended.

Step 5: Check the label for name, time, medication, dose and route. Verify the label with the parent and prescriber authorization. **At no time should one student's medication be given to another student.**

Step 6: Verify the student's allergies (ask the student and check the Medication Authorization form, the student's health record and the Medication Allergy list) and any contraindications to the medication. If an allergy to this medication or any contraindications are noted, contact the Licensed School Nurse.

Step 7: Check the label for name, time, medication, dose and route. Prepare the correct dosage of medication without touching the medication (place the medication in the bottle cap or a medication cup), if possible.

Step 8: Check the label for name, time, medication, dose and route a third time.

Step 9: If the student questions whether it is the right medication, stop and verify the student's identity and the medication against the Medication Authorization form. Do not give the medication and contact the Licensed School Nurse.

Step 10: Explain the procedure to the student.

Step 11: Position the student properly for medication administration.

Step 12: Administer the medication according to the six rights: right student, right time (within 30 minutes before and 30 after the medication is scheduled, unless otherwise specified by the licensed prescriber or pharmacist), right medicine, right dose, right route, and right documentation.

Step 13: Directly observe the student consume the medication.

Step 14: Watch the student for an adverse reaction. If an adverse reaction is evident, contact the Licensed School Nurse, parent/legal guardian and licensed prescriber.

Step 15: Document administration of the medication on the student's Medication Administration Record; including the name, time, medication, dose, route, person administering the medication, and any unusual observations (also report unusual observations to the Licensed School Nurse).

Step 16: Return the medication to the locked cabinet.

Attempts must be made to locate students who do not come to the Health Office for a scheduled dose of medication. If the student is located more than 30 minutes after the scheduled time of administration, the Health Assistant is to call the student's parent/guardian and the Licensed School Nurse, to discuss late administration of the medication. If the student cannot be located and the scheduled dose of medication is not administered, the Licensed School Nurse/Health Assistant is to call the student's parent to inform them of the missed dose. If a student refuses to take a scheduled dose of medication, the Health Assistant is to call the Licensed School Nurse and the parent/guardian. For students who do not receive the morning dose of medication daily in school: if he/she presents to the Health Office stating he/she did not take his/her morning dose of medication at home, the Health Assistant **must** contact a parent to verify the morning dose (the dose must be consistent with the morning dose on the pharmacy label) and that it was not given at home (unless documented by the parent that contact is not needed), before administering the dose. If the morning dose is given later than the usual time, contact the Licensed School Nurse regarding timing of the lunch dose.

Scheduled medications will be given on field trips unless the parent/guardian requests the medication not be given that day. Health Assistants are to notify the Licensed School Nurse of all field trips. Unless the Licensed School Nurse or the Health Assistant is going on the field trip, the Licensed School Nurse will delegate medication administration and provide training to a staff person who will be going on the field trip. See above regarding training, including keeping the medication in a secure location while on the field trip (pocket, fanny pack kept on the staff person, etc.). The Licensed School Nurse/Health Assistant will either place the dose to be administered on the field trip in the pharmacy-labeled bottle (if an extra bottle is available) or in an envelope with the field trip label (student name, date of birth, teacher, date, medication name, dose, time of administration, prescription number, preparer and signature line for administrator). The administrator is to sign the label after administering the medication to the student and return the empty envelope to the Health Office upon return to school.

For students who are self-administering their asthma inhalers an/or Epi pens, the Licensed School Nurse will assess the student's knowledge and skills to safely possess and use an asthma inhaler and/or Epi pen in a school setting and enter into the student's health record a plan to implement safe possession and use of the asthma inhaler and/or Epi pen or the licensed prescriber can provide the licensed school nurse with documentation that an assessment of the student's knowledge and skills to safely possess and use an asthma inhaler and/or Epi pen in a school setting has been completed.

For secondary students who possess and use nonprescription pain relief, the nonprescription pain reliever must be in its original container. The student must follow the manufacturer's directions regarding dosage and frequency of administration. The student may not share their nonprescription pain relievers(s) with other students.

In grades K-6, if the Licensed School Nurse/Health Assistant becomes aware of a student self-administering unauthorized medication, the Licensed School Nurse/ Health Assistant is to discuss the self-administration and the school's policy with the student and the parent/guardian. If the parent/guardian wants the medication kept in the Health Office, the Licensed School Nurse/Health Assistant is to obtain proper authorization and keep the medication locked in the school Health Office. If the parent/guardian does not want the medication kept in school, the

Licensed School Nurse/Health Assistant is to inform the parent that a parent or other adult must come to the school to retrieve the medication and remind the student and the parent/guardian of the school's medication policy. The Health Assistant is to contact the Licensed School Nurse. If a parent or other adult does not retrieve the medication within 2 weeks of notification, it will be discarded.

In grades 7-12, if the Licensed School Nurse/Health Assistant becomes aware of a student self-administering OTC medications without written authorization from their parent/guardian, in dosage or frequency greater than recommended by the manufacturer, or not from an original container, the Licensed School Nurse/ Health Assistant is to discuss the self-administration and the school's policy with the student and the parent/guardian. If the parent/guardian wants the student to carry and self-administer the medication, the parent/guardian needs to complete and sign a Medication Authorization Form and the Licensed School Nurse/Health Assistant will review correct self-administration with the student. A Student Self-Administration Log is available in the Health Office for student documentation of self-administered medication. If the parent/guardian does not want the medication kept in school, the Licensed School Nurse/Health Assistant is to send the medication home with the student and remind the student and the parent/guardian of the school's medication policy. The Health Assistant is to contact the Licensed School Nurse.

Parents/guardians are to provide all medications for their children. When two or three doses of medication are remaining, the Licensed School Nurse/Health Asst. will send a note home with the student or contact the parent/guardian by phone, indicating how much medication is remaining at school and that additional medication is needed for continued administration in school. The note will also indicate that the parent/guardian or other adult should deliver all medications to the School Nurse/Health Asst. or other designated personnel themselves. If the parent does not respond or no medication is received, the Licensed School Nurse/Health Asst. will call the parent the first day no medication is available for administration to the student, and subsequently thereafter as appropriate, until additional medication is received or the parent informs the Licensed School Nurse/Health Asst. that the medication has been discontinued.

When medication is received, the Licensed School Nurse/Health Asst. will check that the label is the same as the previous bottle and the Medication Authorization form, verify that the pills are what the label says they are, count the number of pills in the bottle, check the number against the number the parent indicated was put in the bottle and document the medication received on the Medication Administration Record. If the label is not the same or the pills are not what the label states, contact the Licensed School Nurse. If medications are received from a student without a note or message from the parent, the School Nurse/Health Asst. is to call and confirm that the parent sent the medication and how many pills the parent put in the bottle.

When medications are discontinued and at the end of each school year for grades K-6, the Licensed School Nurse/Health Asst. will call the parent or send a note home with the student, indicating what and how much medication is remaining at school and requesting the parent /guardian or other adult pick up the remaining medication. Medications for students in grades 7-12 will be sent home with the student the last week of school. **Exception:** controlled substances and any medication deemed appropriate by the LSN/HA must be picked up by the parent/guardian. If the remaining medication is not picked up within two weeks, the medication is to be discarded. Crush pills and mix pills and liquid medications with cat litter, put the mixture in a trash bag and put the trash bag directly into the outside dumpster or flush pills or liquid

medication down the toilet. Expired inhalers are to be taken apart (separate the container of medication from the plastic delivery device) and place each piece in a separate trash bag. Remove pharmacy labels from pill bottles and inhalers before discarding and shred the label. Epi pens are to be put in the sharps container. Disposition of medication (picked up by parent or other adult, sent home with student, see exception above, or discarded) is to be documented on the Medication Administration Record. At the end of the school year, if not expired (or due to expire before the start of the next school year), remaining inhalers, Epi pens, glucagon, and nebulizer medication can be retained in the Health Office for use the following school year. New authorization for administration will need to be obtained at the start of the new school year.

If an error in medication administration occurs, the following steps will be followed:

Step 1: Identify the nature of the error.

Step 2: Keep the student in the Health Office. If the student has already returned to class when the error is determined; have the student accompanied to the Health Office.

Step 3: Monitor the student's behavior and physical symptoms. Measure and record the student's heart rate, blood pressure and weight. If the student's symptoms are life threatening, call 911 immediately.

Step 4: Call the Licensed School Nurse, the student's parent/guardian, the principal, and the licensed prescriber.

Step 5: Call the Poison Control Center: give the name and dose of the medication given in error; the name and dose of the prescribed medication; the age and weight of the student; and the name, dose and time of last dose of other medications taken by the student, if this is known.

Step 6: Continue to monitor and record the student's behavior, physical symptoms, heart rate and blood pressure.

Step 6: Record in the student's health record the medication name and dose given in error; the prescribed medication and dose; the student's behavior, symptoms and vital signs; the people called; the licensed prescriber and Poison Control Center recommendations; and actions taken.

Step 7: Complete a Medication Administration Incident Report and give a copy to the Principal and the Licensed School Nurse.