

REMINDERS FOR SCHOOL STAFF

WHEN GIVING MEDICATION AT SCHOOL

The following are important reminders for all staff who assist students with medication.

- A. All drugs have the potential for causing side effects. Observe the student's response to medication and report any concerns to the parents, school nurse, or physician (according to district procedure). Any changes in behavior or awareness, rash, complaints, or anything else that may be related should be reported.
- B. Give the medication exactly as ordered by the health care provider.
- C. Encourage the student to drink a full glass of water, unless otherwise ordered, when medication is taken by mouth.
- D. If the student does not come for his/her medication, the student should be reminded immediately. A "no-show" is not acceptable, especially for seizure medication and antibiotics.
- E. Absences from school should be documented on the "Medication Log" form.
- F. If the child develops a rash, do not give the next dose of medication until you have contacted the parent and the parent has contacted the doctor.
- G. **Medications should be stored in a locked cabinet, except when the medication requires refrigeration.** Check storage requirements regarding heat, light, and moisture. Most medications need to be stored in a cool dry place.
- H. Before giving medication, check the name of the student, the name of the medication, and the dosage when removing it from the locked cabinet, before giving it to the student, and when charting that the medication was given. Accidents can easily happen. ***Prevent them! Do not allow yourself to be distracted. DO NOT USE ONE CHILD'S MEDICATION FOR ANOTHER.***
- I. When measuring liquid medication, use a standard measuring device, not a tableware teaspoon. Place the measuring device at eye level, or on a straight, firm surface.
- J. Document that medication was given on the "Medication Log" form.
- K. If there is an error or medication incident or accident, notify the administration, the child's parents, the school nurse, and the child's physician immediately. Complete the documentation on the "Medication Log" form. It is important to act as soon as the error is discovered.