

**PROCEDURES FOR
AR3260
ADMINISTERING MEDICATION
4210**

August 1997

The primary responsibility for a student's medical care rests with the student's parent or guardian. With the number of students requiring medication at school increasing, procedures have been developed to increase the efficiency of medication administration and to maintain safety of all students and staff members.

Warren County Schools will not be responsible for students who self-medicate.

1. Procedures for Medications

- A. One or more school personnel should be designated to be responsible for the security and administration of medication.
- B. All medication administered by school personnel during school hours must be prescribed by a physician or dentist.
- C. A signed parental permission must be on file for all medication administered at school.
- D. The medication **must** be in a properly labeled container which includes the child's name, name of the medication, unit dosage to be given, number of dosage units, time medication is to be given, and how it is to be administered.
- E. **Medications should be locked in a secure place, except when the medication requires refrigeration.**
- F. Written records of the administration of all medication to students **must** be completed on the *Medication Log form*.
- G. The school nurse should be informed of the identification of all students requiring medication administration, and she/he will provide the assistance, if necessary, in getting all the proper forms completed.

Copies of the "Request for Administering Medication During School Hours", the "Consent for Student to Carry and Use An Inhaler", and the "Medication Log" forms will be available in the school office and at the Health Department.

2. Procedures for Inhalers

While it is generally good practice for medication to be stored in the health room, there are times when, in the best interest of the child's health, an inhaler should be carried throughout the school day and on the bus. The physician may, by written order, initiate the guidelines allowing the

student to carry the inhaler during school hours. Each of these situations must be evaluated individually.

- A. A written physician order, including prescription for use (drug, frequency, and precautions), and necessity to carry on person must be provided.
- B. Parent's written consent for child to use specific medication at school and for the child to carry medication on person will also be required.
- C. The nurse will conference with the parent and the child regarding need for medication, expected results from medication, and the steps to be taken if the results are not obtained within the expected time frame.
- D. The student will demonstrate the ability to properly use the inhaler, agree to self-chart (depending on age/grade) times inhaler is used, see the nurse if desired effects are not obtained within the expected time frame, and express understanding of safety factors and responsibility related to carrying medication. If it is learned that the student is not complying with the physician's instructions or demonstrates lack of ability or understanding to use the inhaler, the nurse will notify those involved to review the situation and make necessary changes in the health care plan.
- E. The situation will be re-evaluated anytime there are major changes in the child's asthmatic condition and/or treatment plan, and anytime the child misuses the medication or shows lack of responsibility in handling the inhaler.
- F. The student, parent, building principal, and school nurse will update and sign the "Consent for Student to Carry and Use an Inhaler" form each school year and anytime the medication changes.
- G. In order for a student to have access to an inhaler at all times, it is recommended that one nearly empty inhaler be kept in the locked school medicine cabinet as a back up to the one carried by the student. The nearly empty inhaler can be utilized if the student should come to school without an inhaler, or if the one carried malfunctions or is depleted during the school day. The expiration date of the back-up inhaler should be monitored regularly.