

**ADMINISTRATION OF MEDICATION**

1. Educate all involved regarding the proper administration of medications. This includes all information about adverse effects and emergency procedures. This training will be individually documented, including periodic monitoring of administration procedure and documentation.
2. Provide for safe, locked storage of medication to prevent misuse or accidental ingestion.
3. Ensure that regular prescription medications are given as ordered within one half hour of prescribed time, unless otherwise indicated.
4. Ensure that other medication is given appropriately for reason stated.
5. **All full-time and part-time school nurses must document medication administration into the electronic health record. A designated binder with a medication administration sheet for scheduled medications will be used for substitute staff for this purpose. Also, in the binder the current parent authorization form and the current physician authorization form, if one available.**
6. Discourage inappropriate use of medication (i.e. preparation that might mask more serious problems, symptoms that might reflect a non-medical problem in school setting, etc.)
7. Communicate to parent and/or physician the effect of medication on student and his performance or frequency of requests for “as needed” medication.
8. Review need for orders for medication to be given on an “as needed” basis. Standing orders/protocols need to be renewed yearly as do maintenance therapy, e.g. orders for Dilantin.
9. Determine that any student taking responsibility for his own medication has developmentally appropriate knowledge of drug action, side effects, and proper administration of the drug.
10. Injectable drugs will be administered by the school nurse according to Guidelines for Special Care Procedures in Missouri School (DESE, 8/90). Provisions will be made for students who are assuming responsibility for their own injectable medication with physician order and parent request on file. The nurse will periodically monitor this procedure to ensure safety.

### **MEDICATION PROCEDURE**

When it is necessary for a student to receive medication at school the following procedures are to be observed:

#### ***Prescription Medications***

***The parent/guardian must provide the district with written permission to administer the medication before the district will administer the prescription medication to the student. The prescription label will be considered the equivalent of a prescriber's written direction, and a separate document is not needed. The nurse will make a copy of the prescription label and place in student's file. Also, the medication order will be entered in the student's electronic health record.***

The parent will provide the school with a written request (Parent Authorization Form) that:

- 1) the student be given medication during school hours.**
- 2) the school district comply with the directions given on the prescription label of the medication and/or the current physician order.**

The request shall state the name of the student, the name of the medication, the form of medication (i.e. tablet, liquid, etc.), and the parent's signature. If the medication is to be given on a daily basis, a start and stop day is also required. Any adverse effects and applicable emergency instructions will also be provided. A FORM IS AVAILABLE IN THE NURSE'S OFFICE.

The parent/guardian will supply the medication in the original properly labeled container from the pharmacy, with only those doses to be given at school and any special need for storage, e.g. refrigeration.

The medication will be delivered to the school by the parent/guardian or other responsible adult. An entry on a medication count sheet will be completed.

The district will NOT administer the first dose of any medication.

Medication supplies should not exceed a 30-day supply.

**The parent/guardian of the student must assume responsibility for informing the nurse of any change in the student's health or medication. If there is a change in medication dosage, frequency or the time it is to be given a written authorization order from the physician or another original container of medication with a prescription label that reflects the change will be provided.** If a written physician's order is being provided the order shall state the name of the student, the name of the medication, the form of medication (i.e. tablet, liquid, etc.), the frequency of administration, the dosage to be given at school, the time it is to be given, and the physician's signature. If the medication is to be given on a daily basis, a start and stop day is also required. Also a new parent authorization form will need to be completed

Schedule II controlled substance medication will be counted upon receipt to verify the number.



**Hazelwood School District Health Services**  
Christian Bertel, BSN, RN  
*Coordinator of Health Services*

### **Over-the-Counter Medications**

**The district may administer over-the-counter medication to a student upon receipt of a written request and permission to do so by a parent/guardian. All over-the-counter medications must be delivered to the school principal or designee in the manufacturer's original packaging and will only be administered in accordance with the manufacturer's label.**

**The parent will provide the school with a written request (Parent Authorization Form) that:**

- 1) the student be given medication during school hours.**
- 2) the school district comply with the directions given on the manufacturer's label.**

**The over-the-counter medication must be in the original container and marked with the student's name.**