

ADMINISTRATIVE POLICY

The online version of this policy is official.
Therefore, all printed versions of this
document are unofficial copies.

MEDICATION STORAGE

Clarksville-Montgomery County School System requires all medication to be kept under lock in a secure designated area in the school office or clinic. Nothing in this statement is intended to prevent children with specific conditions requiring emergency rescue, or readily accessible medications such as inhalers, epi-pens, glucagon, or any diabetic supplies from being readily available. School nurses make verification counts with witness in front of parent/guardian regarding any supplies or medications left for school use. Medications that need to be refrigerated are kept in the refrigerator in a secure area. The parent/guardian must pick up any unused or expired medication in a timely manner. The school nurse will send a notice to the parents when medications expire or are discontinued. (HEA-F089) If the medication is not picked up within 14 days, it will be properly disposed of at the end of the school day.

Implementing Procedures: None.

Associated Documents: Renewal or Changes to Medication Orders: [HEA-A004](#)
Medication expiration notice: HEA-F089

Revision History:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
2/20/06		Initial Release
2/16/09	A	Remove 3 month supply requirement, add or expired and the sending of a notice, add HEA-F089 in policy and as Associated Document

***** End of Policy *****