

## ADMINISTRATIVE POLICY

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

## MEDICATIONS DISPOSAL

Clarksville-Montgomery County School System requires all medications and/or medication supplies to be retrieved by a parent/guardian at the end of the school year, when the medications expire, or are discontinued. After attempts to reach parent/guardian with the Medication Expiration Notice (Refer to [HEA-F089](#)), any medication and/or medication supplies left in the school clinic will be disposed of in the following way:

- A witness will be present for the disposal of any medications. This witness may be another CMCSS employee or the student's parent. The school nurse and the witness will document disposal of medication on the bottom of the Student Medication Record (HEA-F024).
- All medications (pills, liquids, inhalers) will be properly disposed of by the school nurse.
- Non-controlled medications are to be disposed of in the Medication Disposal system, located in the Nurse Supervisor's office.
- Controlled medications will be disposed of by crushing and dissolving of the medication in water or kitty litter in a plastic sealable bag, which can then be placed in the trash can.
- Any diabetic supplies such as syringes, insulin and lancets will be placed in the red sharps container. When the sharps containers are full they are placed in a red biohazard bag with a pair of gloves on top near the courier area and the warehouse is contacted for pick up and disposal.

Implementing Procedures: None.

Associated Documents: Student Medication Record [HEA-F024](#)  
Medication expiration notice: [HEA-F089](#)

### Revision History:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
4/24/06		Initial Release
2/02/09	A	Add when the medications expire or are discontinued, after attempts to reach parent/guardian with notice to the first paragraph, add properly disposed of by the school nurse to send bullet and add Associated Documents
3/8/10	B	Add definition of witness to first bullet, remove "oral" medication and add inhalers to second bullet, add disposal information to third and fourth bullet, add HEA-F024 to the Associated Documents
2/21/11	C	Add "Refer to" to first paragraph, first bullet.

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