

ADMINISTRATIVE POLICY

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

POLICY FOR ADMINISTRATION OF PRESCRIBED MEDICATIONS TO STUDENTS

A licensed health care provider may administer or the student may self-administer the prescribed medication if the following specific criteria are met:

- A. Written orders must be provided by a licensed prescriber, detailing the name of the prescribed medication, dosage, and time interval medication is to be given during school hours, refer to [HEA-F062](#).
- B. Written permission must be given by the parent or guardian allowing the administration or self-administration of the prescribed medication.
- C. Medication must be brought to the school by a responsible adult, in the pharmacy-labeled container.
- D. All original medication orders shall be kept on file.
- E. If nursing personnel is not in the building, the staff members that have been appropriately trained may assist the student to self-administer his / her medication.
- F. The nursing personnel administering or the individual observing the student self-administering medication must visually observe: the ingestion, application, injection, or inhalation of the student's medication with the exception of prescribed metered dose inhalers. Nothing in these statements is intended to prohibit schools from allowing students with asthma from keeping prescribed metered dose inhalers with them and readily accessible for the self-administration with licensed prescriber and parental authorization. If students carry medication with them, the Contract for Self Carry of Medicine must be completed, refer to [HEA-F059](#). All medications taken at school are to be documented on the student's medication record ([HEA-F024](#)) by the individual administering or observing the student self administering, the medication.
- G. Renewal or Changes:
 1. All written prescription orders for long-term medications must be renewed by a licensed prescriber at a minimum of at least annually. New orders are required at the beginning of each school year, as well.
 2. A change in prescription medication or dosage requires new written authorization from the licensed prescriber and parent.
- H. Prescription medication must be brought to school by a parent / guardian in the original pharmacy-labeled container. The container shall display:
 1. Child's Name
 2. Prescription Number
 3. Medication Name and Dosage
 4. Administration Route or Other Directions

5. Date
 6. Licensed Prescriber's Name
 7. Pharmacy Name, Address, and Phone Number
- I. If the medication is brought to the school containing the wrong label or with any information that does not match the prescribing orders, including wrong medication, wrong dose, or is expired, the medication is to be sent back with the parent to be corrected, refer to [HEA-F064](#) and [HEA-F089](#).
 - J. Upon receiving prescribed medication, it must be counted and signed by nursing personnel and parent/guardian, refer to [HEA-F081](#).
 - K. Herbal medications will be treated the same as prescription medications. An order from the licensed prescriber must be brought to the school with the medication in an unopened container. Parental permission is also required.

Implementing Procedures: None

Associated Documents: Authorization for Medication to be taken during school hours ([HEA-F062](#))
Health Services Student Medication Record ([HEA-F024](#))
Authorization and Contract for Self Carry/Administration of Medicine at School ([HEA-F059](#))
Improper Medication Authorization Notice ([HEA-F064](#))
Medication Count ([HEA-F081](#))
Medication Expiration/Completion Notice ([HEA-F089](#))

Revision History:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
4/02/07		Initial Release
2/02/09	A	Add new E, re letter, add last two sentences to F, expand G.1, add I, J & K, and add Associated Documents

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