

Guidelines for Medication Distribution

STUDENT SELF-MEDICATION

With the written permission of a licensed healthcare provider and approval by the Principal, students may be authorized to carry on their person and independently take their own medication (prescription or nonprescription). Such written approval shall assure school personnel that the child has been properly instructed in self-administering the medication.

If the student does not carry emergency medication on their person, it shall be kept in a locked cabinet in the school office or health unit unless otherwise approved by the Principal or designated staff. Some emergency medications are best kept locked in the student's classroom for immediate access.

If at any time a student demonstrates an inability to self-administer medication properly during school hours, s/he will lose the right to do so. The parent/guardian will be notified immediately of this situation and offered a meeting with the nurse or the school Principal if desired.

ALL OTHER MEDICATIONS

Medication should be given at home when possible. However, Montgomery County Board of Education District Health Services will assist in maintaining medication schedules for any student who requires medication to attend school.

It is district policy that trained staff members of Montgomery County Schools shall be permitted to administer medication during school hours if it is not feasible for the parent to do so. (Medical personnel should adhere to the practice standards for their profession as governed by the appropriate licensing authority.)

The goal of the Montgomery County Schools' medication administration policy is to ensure safe and appropriate medication administration by Montgomery County School staff members when necessary. Parents/guardians shall be informed of policy and procedure requirements annually in school handbooks.

MEDICATION ADMINISTRATION

Only a licensed school nurse, or staff member(s) designated by the Principal or district who have willingly and successfully completed medication administration training as mandated by the Kentucky Department of Education, shall be responsible for medication administration, documentation of medication administration, and storage of medications in a secure, locked cabinet accessible only to trained and authorized school personnel. Students shall be supervised when taking medication by trained, authorized school personnel to ensure the student's safety.

School personnel responsible for the safe and appropriate administration of medication shall not administer medication if the requirements outlined in this procedure are not followed. In such situations, the parent/guardian will be notified by telephone and/or written notice.

The parent or legal guardian must complete and sign a Board-approved authorization for administration of any medication at school. This authorization must contain the following information: the student's physician/health care provider, the full name of the medication(s) approved, the dosage approved/prescribed, the time(s) administration required during school hours, known allergies, and any known side effects of medication(s) approved.

Medication authorization for each medication to be administered must be completed each school year. Any changes in medication or regimen must be ordered by a licensed healthcare provider.

A parent/guardian's hand written request that school staff administer over-the-counter or short term prescription medication, such as antibiotics or cough suppressant, to a student shall be honored for that day only. A hand written request must contain the following information:

- Student Name
- Medication Name
- Proper dosage in accordance with pharmacy label or the recommended dosage label on over-the-counter medications
- Appropriate time(s) to administer the medication with regard to pharmacy label or dosage label
- The date medication is to be administered.
- Parent/Legal Guardian signature

GENERAL MEDICATION PROCEDURES

All medications shall be brought to the school by a parent/guardian or other designated adult. In the event the parent/guardian cannot bring the medication to school, it is that parent/guardian's responsibility to contact the school. The school Principal or designated staff must give approval before the student transports the medication to school if the student is in elementary school. In general, middle and high school students may transport medication to school so long as they abide by district requirements and take medication to the health unit immediately upon their arrival to school.

All prescriptions and over-the-counter (OTC) medications brought into Montgomery County Schools from the student's home shall be taken to the school's office or health unit immediately upon arrival at school. Students in violation of this shall be subject to disciplinary action by the Principal of the school. A signed, completed consent must accompany the medication or it must be completed when medication is presented to the office or health unit by the parent/guardian. Medications not accompanied by a written, signed consent form shall not be administered.

No products containing aspirin (ASA, acetylsalicylic acid) shall be given without a physician/health care provider's order. This includes medications such as Pepto-Bismol that carry warnings regarding Reye's syndrome.

All medication must be in their original container, match the container's label and have un-expired dates. No two (2) liquid medications may be mixed. No two (2) medications OTC or prescription may be in the same bottle. Prescription medication must be prescribed by a licensed

health care provider for the student named on the signed medication consent. A pharmacy approved measuring device must accompany liquid prescriptions.

Medication shall not be “borrowed” from another student for administration—even from a sibling with the same medication. If medication is not available for administration, the parent/guardian shall be notified by telephone and alerted to the need for medication.

Students shall not share any medication, prescription or over-the-counter, with another student. Each school year the District shall notify students of this prohibition. Violations shall result in appropriate disciplinary action, including but not limited to, suspension or expulsion.

Prescription and non-prescription medication(s) with expired dates will be destroyed by health unit staff to ensure the safety of all students. All medications remaining in the health unit at the end of the last day of the school year shall be destroyed by the school nurse and/or the school principal to ensure the safety of all students. Medications shall be destroyed by mixing with or by the addition of glue or cat litter. Medications shall not to be flushed in a toilet or poured down a sink drain.

PRESCRIPTION MEDICATIONS

Prescription medication must have the **original**, un-altered pharmacy label containing the student’s name, the physician/health care provider’s name, the medication name, dosage strength, dosage amount, date, time for administration, and the dispensing pharmacy. Medication with labels altered in any way will be refused per KRS 218a.210, “a person to whom or for whose use of any controlled substance has been presented, sold or dispensed by a practitioner or other persons authorized under this chapter, may lawfully possess it only in the container in which it was delivered to him by the person selling or dispensing the same.”

Medication stating “one time a day,” “at bedtime,” “QD (every day),” indicate medication is to be given at home and not during school hours. School personnel will refuse medication with such labels unless arrangements have been made with school health unit for administration of the medication.

Prescription medications required daily at school shall be limited to no more than a thirty (30) day supply. Medication shall be counted upon receipt from the parent/guardian and be documented on the medication administration log for the medication. Students having approval to transport medication may bring a parent/guardian signed refill slip/note.

Changes in the dosage and/or times of administration must be received in the form of a written order from the health care provider or a new prescription bottle from the pharmacy indicating the change accompanied by a signed note from the parent/guardian.

NONPRESCRIPTION MEDICATIONS

Over-the-counter medications brought from the student's home must be received in the original container, dated upon receipt, and shall be given no more than three (3) consecutive days without an order from the physician/health care provider.

NON-EMERGENCY FIRST AID AND COMFORT MEASURES

Non-emergency first aid and comfort measures such as acetaminophen, throat spray, cough drops, antacid tablets, triple antibiotic ointment, sunburn relief spray and other appropriate over the counter medications shall be administered only with the express written consent of the student's parent/legal guardian. Only the school nurse or a designated staff member trained in medication administration shall administer such first aid and comfort measures. Such first aid and comfort measures shall be documented on the daily log and in the student's health file.

EMERGENCY MEDICATION ADMINISTRATION

The Montgomery County Schools Guidelines for Management of Medical Emergencies is as follows: **Call for help—notify the health unit & have a staff member (if the school nurse is unable) notify EMS of the emergency & it's location. Then proceed with the following:**

R: Rescue: Ensure a safe, prompt rescue.

A: Ensure an open airway, check for breathing & pulse

C: Check for & control bleeding or exposure to chemicals

I: IHP: Follow the student's written healthcare plan's specific interventions for treatment & medication administration

N: Notify the parent/guardian immediately

G: go with the student to the hospital (if the school nurse if not available) if the parent/guardian is unable to reach school before transport by EMS. Take the student's consent for emergency treatment with you to the hospital.

In the absence of an individual health care plan signed by the student's parent & healthcare provider, Montgomery County Schools personnel shall follow the district's guidelines for management of medical emergencies. This emergency management plan applies to allergic reactions to protein in food, medication, pollen or insect stings occurring in students with no history of anaphylaxis; asthma attacks, non-responsive to emergency medication provided by the parent/guardian; hypoglycemic crisis, non-responsive to emergency oral medications as ordered by the physician/health care provider or requiring the injection of glucagon provided by the parent/guardian; and any other medical emergency for which there is no written individual plan or when there is lack of positive response to interventions in the individual written plan.

All emergency responses shall be documented on a student accident report or as a narrative on an approved nurse's note. A copy shall be forwarded to the safety coordinator and health coordinator with the original kept in the student's health file.

DOCUMENTATION

Administration of medication(s) shall be documented on a board-approved medication log. The log must contain signature(s) of person(s) administering medication and dosage administered. Subject to confidentiality requirements in Policy 09.14, upon completion, or change in medication, the log is to be kept in the student's health file for no less than one (1) year. Documentation shall reflect the starting and ending dates, as well as missed doses and absences.

If a student refuses a medication, or is highly resistant to taking medication, the parent/guardian shall be contacted immediately. The medication may be documented as "R," refused on the log. If necessary, a conference may be scheduled with the parent/guardian to resolve the conflict.

Prescription medications must be counted and the number received documented on the medication log in the nurse's office. Liquid medications must be documented when received, and amount received may be documented by approximation of amount measured in the bottle. Licensed nurses may count without a co-signer. Non-licensed staff designated by the District shall have a co-signer when counting medications.

MEDICATION ERROR

Medication administration error may occur. The following steps shall be initiated immediately:

1. Keep the student in the first-aid location.
2. Assess the student for any obvious ill effects.
3. Identify the incorrect dose and/or type of medication taken by the student.
4. Immediately notify the school administrator and District nurse of the error.
5. Notify the student's parent/guardian.
6. Contact the Poison Control Center for instructions. 1-800-222-1222
7. Notify the student's physician/health care provider
8. Carefully record all circumstances and actions taken, including instructions from the Poison Control Center and healthcare provider, and the student's status.

RELATED PROCEDURES:

09.2241 AP.21, 09.2241 AP.22, 09.2241 AP.23

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