

## PROCEDURE FOR ADMINISTERING MEDICATION

Any medication that is ordered for administration at school should be given using the following procedures:

- A. Medication sent or brought to the school must be accompanied by a signed medical authorization from the parent or legal guardian. This consent grants permission for school personnel to administer the medication.
  1. The following information must be included on the ORIGINAL PHARMACY LABELED-CONTAINER:
    - a. The student's name.
    - b. Amount of dosage.
    - c. Time of administration.
    - d. Name and strength of medication and route (i.e., oral, eye drops, ear drops, inhaler, nebulizer).
    - e. The instructions for administration.
    - f. Special care, such as refrigeration.
    - g. Name of physician or other legally designated health care professional.
  2. Major side effects of the medication should be listed on the information accompanying the medication. Generally, the pharmacist will provide this information.
  3. Medication for emergency use. In emergency cases, such as acute allergic reactions, school personnel shall promptly notify emergency medical personnel and the parent(s) or legal guardian(s).
    - a. If medication is for known acute allergic reactions, such as a bee sting kit, it may be administered by the school nurse or a person trained by a physician, dentist, nurse or other legally designated health care professional upon written consent from a parent or legal guardian. The emergency number is 911; the emergency number for the community in which the school is located shall be included in the school's policy and procedures.
    - b. Personnel who have been trained according to rules established by the local board of health may administer epinephrine (e.g. Epi Pen®) without written consent. (NDCC 23-01-05.2)
    - c. When a student has been instructed by the student's health care provider in self-administration of asthma or anaphylaxis medication/treatment, and the parent(s)/guardian(s) and health care provider have filed an action plan with the school, the student may carry and self-administer inhalers and auto-injectors. The plan must be documented in the student's school medical record and updated annually. Documentation from the parent/guardian must include

permission for the student's medical condition to be disclosed to teachers, bus drivers, and other necessary personnel.

4. Except as indicated above in A./3./c, all medications including those of students able to self-medicate, must be deposited in the office. All labeled medications shall be kept in a secure, locked, clean container or cabinet to protect the safety of the student receiving the medication and other students. The administrator of the school shall determine who within the school will be given the responsibility to check in and administer the medication.
5. The administrator shall establish a check-in procedure for medication brought to the school. This procedure shall include: recording the date the medication was deposited, ensuring that the medication authorization is on file, and notifying the person who has been designated to administer the medication. (See Medication Authorization - FEAA-E1)
6. It is recommended that no more than one month's supply of any medication be brought to school at one time and that it is the parent or guardian's responsibility to replenish the medication supply if necessary.
7. A record for each student shall be kept of the administration of the medication, noting date, time, and signature of the person administering it. All such records are confidential and are separate from the student's education records. (NDCC 15.1-24-04). Be sure the following criteria are followed each time medication is administered:
  - a. Right student
  - b. Right medication
  - c. Right dosage
  - d. Right route
  - e. Right time
8. Administration of prescribed medication during school hours will be noted on the designated form for each student that includes: date, time/frequency, signature of person administering the medication, and a place for comments to be recorded, such as any observed reaction to the medication or possible side effects. When this medication regimen is completed or the form is filled, it is to be placed in the student's medical treatment record.
9. Medications must be picked up by the parent(s) or legal guardian(s) at the end of each school year or when the medication is no longer needed by the student or when the student withdraws from school. If parent or guardian does not pick up medications by the end of the school year, the school will consult with the pharmacy that filled the medication or the local health department for proper disposal of the medication.

10. A new pharmacy label/container must accompany any new prescription order, change in prescription, or refill. A medication authorization must be on file for any new prescription or change in prescription and must be current for each medication.

**B. Personnel Responsible for Administering Medication**

1. All personnel having responsibility for supervising students shall be given adequate information about the student, including related medical problems, if any, suspected allergies, emergency contact persons, etc., and shall be informed of anticipated circumstances for which school personnel may need to be in touch with out-of-school personnel (e.g., medical personnel, other agencies, etc.).
2. A list of personnel within the school building who are responsible for administering the medication should be kept on file. Personnel on the list must receive instruction about the administration of medication and a specific review of instructions for a given student's medication needs.

**C. Other Safeguards or Circumstances:**

1. ALL PERSONNEL should be familiar with the policy and procedures for administering medication in the school and must be informed of proper procedures in emergencies and of circumstances in which they are expected to directly call the emergency medical assistance number.
2. When students require extensive medical and health related observations while in school or if medical/health related equipment or appliances must be monitored while the student is in school, additional individualized procedures will need to be established.

**POLICY ADOPTED: 26 Feb 96**  
**POLICY AMENDED: 13 Sept 10**