GUIDELINES FOR MEDICATION ADMINISTRATION

Administering medication to students is an important and vital responsibility of the Nurse and Health Assistant. When it is necessary for a student to receive a medication during the school day, the following procedure has been established to ensure the protection of the students and school, and to assure compliance with MPS Policy (JCHD).

- Medications to be given two or three times a day should be administered at home unless specifically ordered by the medical provider to be given during the school day.
- Students with a special health care need may receive medication as indicated in their Individual Healthcare Plan.
- Any medication that the school nurse feels is unsafe must not be given until medical provider clarification is obtained. School nurses must follow all State Scope of Practice regulations.

Prescription Medication:

- Parent or legal guardian must sign a medication consent form which is placed on back of each student’s medication record.
- A new written medical provider order must be presented for any changes of medication, dosage or time to be given. A new medication consent form is required for any changes.
- Medical Provider orders and prescription bottle directions must match.
  - Dosage changes may be faxed to the school by medical provider, for short term administration.
  - A new bottle should be provided to the school as soon as possible.
  - Parents are not allowed to vary school dosage without written medical provider orders.
- All medications must be in a properly labeled container from the pharmacy. The medical provider’s instruction for dosage must be printed on the label. Parent can request two containers – one for school and one to keep at home.
  - No medication in a baggie, foil or envelope will be accepted by the health office for placement into a prescription bottle.
  - Medicines may not be taken from an unlabeled container or from one in which the label is not legible.
  - The medication supply accepted by the school should generally not exceed a thirty (30) day supply.
  - Expired prescriptions cannot be accepted.
- Narcotic pain medication will not be given at school for the safety of the student.
- All prescription medications must be filled by a licensed pharmacy and supplied to the health office in a properly labeled container. Medications prescribed by out-of-state providers who are registered and licensed to practice medicine in the USA may be administered up to 90 days. After 90 days, the parent must provide a prescription issued by a provider licensed to practice medicine in the State of Arizona.
- Parents are responsible for maintaining an adequate supply of medication at school to meet their child’s needs. Medication will be destroyed if not picked up within 2 weeks after the last prescribed dose has been administered.
- Students may NOT carry or administer their own medication except with special written permission from the school. This includes prescriptions and over the counter medications. Disciplinary action will be pursued for violators of this rule.
- Students may carry inhalers, emergency medications (epi-pens, glucagons) and diabetic equipment if the Release for Student to Carry Prescribed Inhaler or Emergency Medication, has been submitted annually.
- Students and parents should meet with the school nurse to discuss the risks associated with allowing a student to self administer medications or dietary supplements. Consent for Student Self Administration of Medication or Dietary Supplement may be provided to the parent.
• Parents are responsible for providing medications for overnight field trips.
• Insulin will be administered per the student’s diabetic care plan as directed by a medical provider.

Over the Counter Medications

• Written permission from the parent is necessary for the administration of over the counter (OTC) medications. Medications must be kept in the original container in a locked cabinet. Dosage must be weight and age appropriate per label.
• At the discretion of the nurse or health assistant, acetaminophen (Tylenol) or ibuprofen may be given to students who have written permission on file from a parent or guardian. One dose may be given with oral permission of parent or guardian.
  o The health office does have a supply of acetaminophen and ibuprofen that we can give to your student if it appears they will benefit from its use and it will help to keep them in school. However, the frequent use of acetaminophen or ibuprofen has been shown to cause liver problems in both children and adults. Therefore, we will use acetaminophen or ibuprofen on a discretionary and prudent basis. Due to health risks and safety of your student, we will only administer acetaminophen or ibuprofen 5 times a school year. If you wish acetaminophen or ibuprofen administered more often, we may request a note from your doctor along with a supply of the medication be provided to the health office.
  o OTC medications may not be given longer than 3 consecutive days without a medical provider order.
  o In order to minimize the possibility of an accidental drug overdose, non-prescription medication will generally not be dispensed during the first or last hour of the school day.

Natural/Herbal Preparations and Food Supplements

Natural and herbal preparations will be treated the same as over-the-counter medications.
  o Medication must be in original container with all instructions intact on that container.
  o Product safety verification must be available.
  o Medication consent form must be signed by parent.
  o If medication is to be administered for more than five consecutive days, a medical provider’s prescription order will be necessary.
  o Medication will not be given the first and last hour of the school day to avoid any possibility of overdose.
  o Identification of the condition for which the product is being used is necessary that includes possible side effects, contraindications and adverse reactions to be observed.
  o Medication may not be carried or administered by the student unless an Individualized Health Care Plan has been developed and Consent for Student Self Administration of Medication or Dietary Supplement has been signed by the student’s medical provide, parent, school nurse and principal.