**III MEDICATION ADMINISTRATION**

ADMINISTRATION OF MEDICATIONS TO EARLY CHILDHOOD THROUGH TWELFTH GRADE STUDENTS

This medication procedure will address issues relating to the administration of prescribed, parent-provided medication to students in early childhood programs through 12th grade during the school day. Students who are in need of medication will be provided a safe and appropriate time and method to take their medication.

A physician order is required for all prescription and non-prescription (over-the-counter) medications. A pharmacy generated label, a signed note on clinic letterhead by PCP or specialty doctor, dentist or APRN, or signed prescription will serve as physician order and will dictate the dosage and time to be administered. Medications will only be given according to labeling directions.

Schedule 2 or 3 pain medication (Codeine, Oxycontin, etc.) will not be administered at school. The only exception to this regulation is students with documented chronic disease, such as Sickle Cell, and an IHP on file noting the need, and a current MAR.

Compliance with this procedure will be the joint responsibility of the principal and the school nurse.

Little Rock School District health services team will also follow the Arkansas State Board of Nursing in the school nurse roles and responsibilities.

Questions regarding the Medication Procedure may be directed to the school nurse or Health Services.

**Medication Transit between Home and School**

Parents are responsible to bring the medication to school. Children are not to transport their own prescription medication. Parents are to pick up the medication bottles of discontinued or unused medication. (The only exception to this is antibiotics which may be carried to and from school by the student.) The last week of school the nurse will notify parents of unused medication remaining in the health room and encourage medication pick up. On the last day of school all medications remaining in the health room will be destroyed per ADH Pharmacy Services and Drug Control regulations.

**Self-Carry**

In compliance with Act 1694 of 2005, students of all ages who demonstrate proficiency with administration of their inhaler and/or Epi pen may carry their prescribed emergency medication. Parents must agree and sign written authorization for the student to carry an asthma inhaler or auto-injectable epinephrine or both on his/her person for use while in school, at an on-site school sponsored activity, or at off- site school sponsored activity. This authorization is valid for the duration of the school year and must be renewed yearly. The “LRSD Student Assessment/ Authorization and Evaluation for Auto Injector/ Epi Pen and/ or Inhaler Procedure” must be completed annually.

**Senior High Students** may carry dosage for one day of their prescription and non-prescription medication. Rescue Medications (inhalers and Epi Pens) may be carried by students who 99 demonstrate correct use. They are encouraged to report any use of inhalers to the school nurse. Routine verification by the school nurse is not required but nurses will verify any medication upon request of school administrators.

**Middle School Students** may carry dosage for one day of their own non-prescription medications and certain prescription medications that have been approved by the school nurse and written parental consent. **Before any prescription medication is allowed to be self-carried the oral medication check-list and education must be provided by the school nurse and student.** All other prescription medications must be locked in the health room office.

**Parental Consent and Documentation For Prescription Medication**

● Parents will complete a separate written consent form for each medication that is to be administered at school, there must be a separate Medication Authorization Consent for each medication (controlled and /or non-controlled – oral, injectable, rectal, nasal inhaled or topical daily medications) as well as medications needed for emergencies.

● A new Medication Administration Consent (MAC) form is required for any change in medication dosage or time and will need to be completed, signed, dated, and counted.

● Medication Authorization forms will have the Medication Administration Record (MAR) copied on the back of the form.

● The consent forms and MAR’s are to be kept in alphabetical order by student’s last name.

● Student pictures will be obtained and attached to the consent form. You may use your district laptop, district camera, or a polaroid camera to obtain a photo.

● The consent form will be kept in the three ring binder. It is NOT to be kept in the same container as the medication.

● A new consent form is required each new school year.

● The consent form must be filled out completely and include: student name, date the form is being filled out, student grade, and teacher (if elementary school).

● If parents refuse to sign the consent form, district employees may not administer the medication. Parents may give the medication.

● The MACs and MARs for daily medication (controlled and non-controlled medication) are located first followed by PRN medication MACs/MARs. The Controlled Medication Count form is also kept behind the students’ MAC/MAR, in the same location.

● When completing the MAC, parent/guardian will identify a specific trained designee to administer the medication in the absence of the nurse.

**Compliance Regulations for Administration of Controlled Substances in Schools:**

School nurses may not delegate to non-licensed personnel the task of dispensing or administering controlled substances. Once a parent has a prescription, they are considered the ultimate user. The parent may delegate to a volunteer to give the controlled substance in the absence of the nurse. The trained volunteer must be referred to by their name on the consent form. The volunteer must also be named in the student’s IHP. (ASNA.org, 8.23.18)

Medication Authorization Consent forms will have the Medication Administration Record (MAR) copied on the back of the form. Nurses will obtain a photo of the student to attach to the consent form (MAC). Never use a personal cell phone to take a photo.

The back side of the Medication Authorization Consent form (MAC) is the Medication Administration Record (MAR). This MAR is to be used for daily charting of medications that have been given by MA’s or other staff. It is essential that every medication administered be documented with the initialed signature of the person giving the medication and the time. It is the responsibility of the school nurse upon return, to enter doses documented on MAR into eSchool. If a student is absent or refused medication, the school nurse or MA will need to document appropriate reasons for medication not given on the MAR. MARs are to be filed in the Health Record.

**Prescription Medication Guidelines**

● Parent or guardian must deliver medications to school. School nurses should not accept medication brought in by students.

● All medications brought to school must be in the original container with current prescription. All prescriptions must have a readable and currently dated pharmacy label. The label should include:

○ Student’s name

○ Name of the medication

○ Dosage instructions

○ Specific time of administration during the school day

○ Healthcare provider name

○ Pharmacy name and telephone number

● Medication is not to be sent in any other container or wrapper. Parents are to be notified if medication has been sent in an inappropriate container. The medication will stay at school until the parent retrieves or proper disposal is done.

Parent Responsibilities:

● Parent or guardian must hand deliver medication to school in the original labeled container

● Medication in saran wrap, aluminum foil, lunch box, or other non-pharmacy containers will not be accepted.

● Parent must count the medication in the presence of the school nurse and sign the consent form for verification.

● Parents may request pharmacists to provide the medication in two appropriately labeled bottles so one can be left at school and one kept at home.

School Nurse Responsibilities:

● Do not accept medication without a completed consent form.

● Do not accept medication with incomplete, missing, or unreadable pharmacy labels.

● Count the medication in the presence of the parent/guardian.

● Notify parent when medication supply is running low. Document any parent contact in eSchool.

Verify that consent form information matches the prescription label.

**Accountability of Medication**

When the parent brings the medication to school, the number of pills will be counted, (or the amount of liquid measured). This counting will be done by the parent and a school district employee. If the parent is not available to count medication two (2) employees must count and sign the Medication Authorization and Release (MAR). The name of the medication, dosage and amount will be recorded on the Medication Authorization and Release. This information will be dated and signed by the parent and school employee. The amount of medication brought by the parent should not exceed the amount needed for **one month**.

If a school employee, other than the nurse, collects the medication the parent will be told “a School Nurse must assess all medications prior to 1st dose given at school”. The parents may administer the medication in the absence of the nurse. If the assigned school nurse is unavailable for more than 1 day, the Health Services Director will be notified to verify the medication.

**Medication Counts**

● A count will be done weekly to verify medication can be accounted for by documentation and the number on hand for the specific student.

● Nurses must count and document the number of doses of a controlled medication brought to school at the time they are brought to the school.

● All prescription medications are counted after another trained employee administered medication in the absence of the nurse.

● Medications are counted at the time they are brought to school.

● When accepting medication from a parent, medications must be counted in the presence of both the parent and school staff member. Both parties must sign and date confirming the amount of medication delivered to school and the current amount present.

● Use a pill counter to count the medication.

● Weekly controlled counts will be documented in blue or black ink. Do NOT use pencil.

● Access to controlled substances is limited to as few personnel as possible.

● The medication count is recorded on the LRSD Controlled Medication Count Record (similar to the Controlled Substance Reconciliation Form. ASBN, School Nurse Roles and Responsibilities, 2018). Controlled medications need to be counted weekly with another LRSD employee. Every effort should be given to count meds at the same time every week. Controlled medications should also be counted (with another LRSD employee) when the school nurse returns after being absent, prior to administering medications for the day.

If there is a discrepancy in medication count, the school nurse must notify the Director of Health Services (see lost or missing medication).

**Medication Storage**

● All prescription and non-prescription medications will be stored in the health room/nurses office under double lock and key. Each lock must have a different unique key. Three copies of the keys are kept at school with nurse, principal and one other person. The keys will remain on campus at all times. Access to control medications will be limited.

● Storage containers may be in lockable cabinets or file cabinet drawers while in compliance with Arkansas State Board of Nursing (ASBN) regulations. The containers will be kept locked at all times. Medications may not be stored in baggies or envelopes. The school health rooms only store medications that are administered during school hours by school staff.

Refrigerated Medications – Medications requiring refrigeration must be stored in a refrigerator designated to medications only.

● Medications requiring refrigeration must be stored in a refrigerator designated for medications only.

● Food may not be stored with medication.

● Opening the door affects the temperature and stability of the medication.

● Do not store medications in a refrigerator door.

● Should maintain a consistent temperature of 36-46 degrees F. The storage cabinet containing medications is to be used only for medications and items essential to medication administration. No other supplies or equipment is to be in this cabinet.

The storage cabinet holding the containers will be kept locked at all times. Medication will not be kept in the classroom. The school health rooms only store medications that are administered during school hours by school staff. Medications requiring refrigeration must be stored in a refrigerator designated for medications only. Food may not be stored with medication. Opening the door affects the temperature and stability of the medication.

**The only exceptions to this procedure are:**

1. Inhalers and Epi Pens may be carried by elementary students if the nurse and parent determine it is appropriate for the child to do so and the Medication Self Carry form is complete. Students will report to the school nurse any use of inhalers or Epi Pens.

2. Medication that requires refrigeration may be placed in the unlocked refrigerators.

3. Stock Epi pens are kept (1) mounted by other emergency equipment in main hallway with zip lock tie for security, (2) in Nurses’ Go bag in Health Room.

4. Naloxone (stock) is stored in Nurses’ Go bag in Health Room

**Medication Administration**

● When the nurse is available in the building, she/he will administer the medication.

● Nurses will arrange their schedule so they will be available to administer the medication during high volume time.

● The principal will designate the Medication Assistant who will be responsible to administer non- controlled medication on the days the nurse is not in the building.

● Only school district employees can be designated. Volunteers are prohibited from administering medication. RN’s and LPN’s who are listed as substitute nurses with the LRSD and have been trained and approved by LRSD Health Services may give medications.

**Under no circumstances will any staff member or student give or sell any of their own medications to a student.** Any student found with another student’s medication will be disciplined per the Student Handbook for Drug Violations.

The first page of the Medication Notebook will have the Medication and Procedures Form, a list of students who receive medication on a daily basis. This list will be in order of time sequence. The Medication and Procedure Form is a safety net to check off when a medication is given. It is not a legal document and will be destroyed at the end of the week.

Administration Procedure

● All students are to identify themselves by first and last name every time a medication is administered. Asking other personal identifiers will decrease risk of errors (i.e., parent name, date of birth, etc.)

● The label is to be read twice before giving the medication. This includes checking the name on the bottle with the name of the student, the name of the medication, the dosage and the time the medication is to be given.

● The student is to swallow the medication in the presence of the medication administrator. If water is not close at hand, the student is to get a cup for water and bring it to the designated place. Health Services will provide the disposable cups.

● The label is to be read a third time when the medication is returned to storage.

● Document medication given immediately after giving in eSchool in the Day Sheet. The Medication Assistant needs to initial and put time in box under date given.

It is expected that students will be responsible to come in to take their medication at the appropriate time. Students may need to be reminded to take their medication. Schools must establish a method of reminding students if they have forgotten or failed to show up for their medications.

**Medication Assistants (MA)**

Medication Assistants (MA’s) are employees who have been designated by their principal and school nurse to take the course necessary to prepare them to administer medications. This course, called Medication Administration, will be taught by Health Services Staff. The school nurse will instruct the employee to complete the online education first. Once that is completed, the school nurse will notify the director of health services that the medical assistant is eligible to finish the course. School nurses can teach the recertification course after consulting with the Director of Health Services.

The course offered through HS consist of:

1. Completing online education through “Safe Schools” Program

2. Attending class and successfully completing written exam

3. Demonstrating required competency skills with the nurse at their assigned school.

4. A certificate will be issued upon completion of all components. When teaching about Controlled Medications the nurse will state: “Nurses do not delegate the dispensing or administration of any controlled medication. The parent is delegating. By identifying in writing who will give controlled medication, in the absence of the nurse, the parent is delegating.”

After the course is completed, the certificates will be obtained through the health services secretary. Contact the health services secretary at 501-447-7383 if the medication assistant has not received a certificate.

The list of MAs is to be placed on the inside of the medication notebook or in view of the location of the medications. The Medication Assistant must take this required course every three (3) years to retain designee status.

**Medication Times**

Every attempt will be made to provide for students’ individual medication needs. Parents are to establish medication schedules for their children that will require the least number of doses possible during school hours. Two (2) times a day medications should be given at home, before and after school. Alterations in administration time (up to one hour) must be communicated to the parent/guardian.

**Error in Medication Administration**

● Any mistake or error involving administration of medication will require that the school nurse or MA notify the principal, parent and Health Services Director.

● Documentation of the error is to be made by the person responsible for the error. ● The report form is found in the Health Room Guide Notebook located in the Health Room or in your Google drive.

● Information pertaining to the error is to be placed in the student's health folder by the nurse.

● A copy is sent to the Health Services Director as well.

**Reporting Lost or Missing Medication**

● When medication is missing, the school nurse must report the missing medication to the Principal, the Director of Health Services, and the parent.

● The Director of Health Services will report the missing medication to the Safety and Security Office, DEA and when applicable, local law enforcement.

● Incidents involving the school nurse and missing medication will be reported in writing to the Arkansas State Board of Nursing by the school nurse or Director of Health Services.

● If a prescribed medication is missing from the secured storage, the school is responsible for replacing the medication. Documentation of the incident must be provided with request for payment.

**Medication Provided by the School District**

The District Consulting School Physician will establish directives for the use of non-prescription medication stocked in the Health Room; non-aspirin (Tylenol), antacid tablets, antibiotic ointment and other medication that may be needed. These medications will only be given by school nurses with parent permission. **Other school personnel may not give school-purchased medications to students, even if parental permission has been obtained.**

**Herbals**

School staff may not administer herbal, non-prescription medications to students.

**Sample Medication**

Arkansas Board of Pharmacy prohibits nurses from sharing sample medications with parents and students.

**Medications by Gastrostomy Tube**

The school nurse will train designated staff in “Gastrostomy Tube Bolus Method”. The procedure and training documents needed to complete the IHP will be tailored to individual student’s needs. Medication administered through a gastrostomy tube are delivered to the nurse by parents. All mixing is to be done at the school. Students with continuous feedings via gastrostomy pump receive medications via bolus method.

**Thick It** is powder added to liquids (water, juice, milk) to prevent aspiration. A doctor must prescribe this for administration at school and describe the consistency; examples-honey, nectar (thinner), etc. Thick It easily congeals and must be used quickly after mixing. Students receiving Thick It at school should have a swallow study done within 2 years, develop safety precautions to prevent ingestion of water from water fountains, classrooms and other places around school. A Medication Authorization Release (MAR) must be completed to obtain parent permission.

**Simply Thick**

is gel packets measured to be mixed with prescribed amounts of liquid (water, juice, milk). A Medication Authorization Release (MAR) must be completed. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Students who give or receive medication from other students will receive discipline sanctions according to the Student Handbook.

Nurses will attempt to verify any found medication on request of the school administrators.