

MEDICATION ADMINISTRATION POLICY SARALAND CITY SCHOOLS

INTRODUCTION

Many children with chronic illnesses and conditions are attending Saraland City Schools and may require medication administration during school hours. The goal of the school regarding the administration of medication during school hours is to assist students in maintaining an optimal state of wellness, thus enhancing the educational experience.

Minor illnesses should be treated at home by the parent/guardian. For example, a student with a cold severe enough to require medication should remain at home.

Most medication will be given by the parents at home. Medication prescribed for three times a day should be given at home; just before leaving for school, upon returning home in the afternoon, and at bedtime. The only exception to this schedule is medication that must be given before or along with meals. Contact the nurse's office if there are other special conditions that would be cleared by Health Services.

The following recommendations provide school personnel, parents, guardians, and students with the guidance necessary to provide safe administration of medication to students in the school setting.

The Saraland City School System will assist the parents when they delegate administration of medication to the school their child attends. The Health Services Department will work with the school to set safe and effective guidelines in medication administration. The Health Services Department will provide instruction to the person(s) designated to administer the medications. Once the designated person completes the required in-service they will be required to complete the Acknowledgement of Training. The nurse during the training and at later dates will complete the Medication Administration Skills Check List.

PARENT RESPONSIBILITY

In order for school personnel to assist a student with medication administration, the following requirements should be met:

1. The parent/guardian must sign the Alabama State Department of Education form **SCHOOL MEDICATION PRESCRIBER/PARENT AUTHORIZATION**. When this form is signed by the parent, the health care provider and is accompanied with correctly labeled prescription bottle the school personnel may administer medication. A correctly labeled pharmacy container should include the student's name, name of medication, strength, dosage, time interval, route, and date of drug's expiration as appropriate. If the parent provides sample medication from the health care provider's office, the sample should have specific written instructions.

2. If the medication order is changed (i.e. different drug OR different strength of the same drug) during the school year, a new signed form is required. The parent cannot change the dosage of the medication without written authorization from the health care provider.
3. Information regarding common potential side effects and adverse reactions will be made available to the school personnel designated by the principal to administer medication. The parent/guardian should provide the list of possible side effects for medication taken over a 30-day period.
4. The parent/guardian or the parent designated responsible adult should deliver all medications to the school personnel designated by the principal. For safety reasons students MUST not bring drugs to school. When the medication is completed, out of date, or at the end of the school year, parents will be advised in writing to pickup any unused medicine. Medications not picked up by parents will be destroyed in the presence of a witness, by the personnel designated by the principal or the school nurse.

SCHOOL'S RESPONSIBILITY

The principal and the school nurse shall designate specific personnel who shall ensure the Right student gets the Right medication in the Right dosage by the Right route at the Right time and is documented in the Right way.

Medication is to be stored in the original pharmacy container. Medication is to be stored in a secure locked, clean container or cabinet, unless the prescriber authorizes a different arrangement for specific students (such as asthma inhalers). Medications requiring refrigeration should be refrigerated in a secure area, not easily accessible by students. Medication should not be stored in food storage areas. No more than a 30-day supply should be stored at school.

The person designated by the principal and school nurse to administer medication will:

- Attend the approved Alabama Board of Nursing mandatory in-service.
- Ascertain that the policy requirements for the administration of medication at school have been met.
- Administer medication in a safe setting, i.e., and an area that has limited access.
- Follow medication policy and procedure as stated below.

POINTS TO REMEMBER:

1. The administration of medication is a serious procedure; physician's orders and written procedures should be strictly followed.
2. Students may have side effects from the medications that will require attention.
3. In the event of an allergic reactions or an emergency situation involving medication, handle as any other health emergency.
4. Federal law governs the uses of narcotics and barbiturates. Keep medications locked when not in use.
5. The first dose of a new medication should NOT be given at school in case of an allergic reaction.

6. Administer medication according to the following 'RIGHTS':
 - Right student
 - Right medication
 - Right dosage
 - Right route (mouth, topical, eye, ear, aerosol, injectable, etc.)
 - Right time
 - Right documentation
7. Oral medications should not be administered to a student who is or has recently vomited.
8. Over the counter medications will not be given to children for acute illnesses. Over the counter medication prescribed to a student for chronic illness may be given provided there is a signed physicians order and the parents provide the medication in a new sealed original bottle.
9. Sample medication provided from the health care provider's office may be administered according to the written directions from the physician or health care provider.
10. If there is any discrepancy, the individual administering medication should refuse to administer the medication until clarification is received, i.e. label different from instruction. The appropriate person should be contacted to obtain clarification. If a doubt remains the parent should be notified that no medication will be given.

EQUIPMENT NEEDED:

1. Medication
2. Cup for drinking (if appropriate)
3. Gloves (if appropriate)
4. Medication forms

PROCEDURE:

1. Wash hands
2. Have the student state his/her name
3. Obtain the student's clearly labeled medication container
4. Verify the student's medication and dosage as stated on the medication chart form
5. Administer the medication:
 - ORAL – be sure the student swallows the medication
 - PILL – pour medication into the cap of the bottle and then pour into the student's hand
 - LIQUID – pour prescribed medication into a measuring cup supplied by the parent; rinse the cup after the student drinks the liquid.
 - TOPICAL – put on gloves and apply to designated area
 - EYE – pull bottom lid downward and place medication onto lower lid without touching the bottle or tube to the eye.
 - AEROSOL – follow nebulizer or inhaler procedure

- EAR – position head with affected ear upward, place correct number of drops in the ear canal.
 - NASAL – while student inhales, place the nasal spray container at the edge of the nasal opening and squirt the ordered amount of medication into the nose.
6. Using an ink pen write the time and initial in the appropriate space provided on the Medication chart form. Be sure to sign name by initials in space at the bottom.

SELF-ADMINISTRATION

The student may self medicate when the following criteria are met:

- Health care prescriber so designates on the permission form for prescribed medications.
- Consent form signed by parents indicates the student is to self medicate.
- The school nurse has evaluated the student's skill as appropriate and safe. The school nurse will routinely monitor the student's process at appropriate intervals.
- State Law guarantees that asthma medications (i.e. inhalers may be kept on the student's person if the physician deems necessary, provides instructions and completes the required forms. This should be discussed with the school nurse.

MEDICATION ERROR

In the event of a medication error the **STUDENT SHOULD BE KEPT IN THE HEALTH ROOM**. Call the School Nurse and check the student for the following: Difficulty breathing, changes in the skin color, swelling around the eyes, face, or throat, skin rash, change in mental alertness, slurred speech, nausea, or vomiting. If any of the above symptoms are present follow these steps as appropriate:

- Anticipate the need for CPR and initiate if needed.
- Call 911
- Call Poison Control Center 1-800-462-0800
- Notify student's parent/guardian and physician, if unable to reach, do not delay emergency action.
- Notify principal and Health Services of the situation.

In the event of a medication omission, contact the Health Services Supervisor with the student's name, medication, strength, and frequency. The RN will use his/her professional judgment to determine the best plan of action.

Parents should be notified of all omissions and other errors.

An Unusual Occurrence Report (see attach form) should be completed and submitted within 24 hours to the delegating Registered Nurse.

STATEMENT ON THE USE OF EPINEPHRINE
(Such as Epipen or Epipen Jr. or Twinject)

Anaphylaxis is a life-threatening, rapid onset allergic reaction occurring in some students with severe allergies. Children who have known episodes of anaphylaxis often are prescribed injectable epinephrine in the event of an anaphylactic reaction. Since this medication must be used immediately in order to be effective, and the allergic reaction can be rapidly life threatening, this statement delineates the recommended guidelines regarding these medications.

1. Epinephrine shall be in the form of pre-measured, auto-injectable syringes prescribed for each student individually by his/her physician.
2. The school nurse, if available, will administer the injection. However, since this reaction may not occur when the school nurse is in attendance (for example, bee stings on outdoor field trips, during physical education classes, or recess, etc.), it is essential that the school nurse review the use of auto-injectors with designated personnel. Auto-injectors are designed for use by non-medical personnel. However, the Twinject auto-injectable contains a second dose of epinephrine that, if required, should be administered by a licensed nurse/paramedic. Students with a history of anaphylaxis should have ready access to epinephrine. Preferably the student carries it.
3. Follow guidelines in setting protocol for the use of the auto injectors using the criteria below.

Responsibilities:

Parent

1. Parent should notify the school of the student's condition.
2. Medical release must be signed by the parent if medicine is to be administered at the school.
3. Complete Emergency Card.
4. Attend conference with school personnel concerning plan of action.

Student

1. Notify teacher or a student of the sting or bite or ingestion of allergic food.
2. Medicate self after proper instruction from student's physician.
3. Know where the medication is kept and be familiar with personal action plan.

Teacher

1. Know where the medication is kept and be familiar with the personal action plan for each student.
2. Take part in the parent conference.
3. Inform substitute teacher of the procedure to be followed.
4. Identify all students that are in this category of a medical emergency.

School

1. The school should accept the medication or emergency insect bite kit as prescribed by the physician.
2. Other certified staff previously identified as capable of giving the medication should do so if the child is unable to self medicate.
3. Identify staff member certified in First Aid/CPR.
4. Location of medication noted by all concerned in the emergency action plan and made accessible.

Nurse

1. Conduct in-service for the school personnel on stings, insect bites, and food allergies.
2. Conduct parent/staff conference where indicated.
3. Have all forms filled out, signed, and reviewed with the staff.
4. Be an advocate for the child and make physician contact if needed.

Action to be taken

1. Have student self medicate or designated school personnel administer emergency injection after sting.
2. Activate as a medical emergency- call 911
3. Keep student calm in a sitting or lying position.
4. If dealing with a bee sting or insect bite, remove the stinger if easily accessible.
5. Notify the parent/guardian and the principal.
6. Follow physician's directions as ordered.