

# **MEDICATION ADMINISTRATION POLICY**

## **Introduction**

Prescription or non-prescription medication required by a student should be administered at home by a parent or guardian whenever possible. Medications prescribed three times a day or less should be given at home unless a specific time during school hours has been prescribed by the physician. This avoids unnecessary disruption of the student's school day. Spring Creek ISD recognizes, however, that it may be necessary for a student to receive medication during school hours. When home administration is not possible, authorized Spring Creek ISD staff may assist in the administration of medications to students during school hours in accordance with this policy and board policy.

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## **Administration of Medications**

The school shall accept no more than a 30-day supply of a student's medication.

The school shall not administer expired medications.

A parent or guardian must pick up all medication after it is discontinued. Medications will be destroyed if not picked up within 2 weeks after the last prescribed dose has been administered.

End of year medications must be picked up by parent or it will be destroyed. Student medication will not be stored on campuses over summer.

Medications prescribed by out-of-state physicians who are registered and licensed to practice medicine in the USA may be administered up to 30 days. After 30 days, the parent must provide a prescription issued by a physician licensed to practice medicine in the State of Texas.

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## **Location/Storage for Medication**

All medication brought to school, including over-the-counter medications, shall be kept in the main office in a secure location

*Students are not permitted to carry any medication (prescription or over-the-counter).*

Exceptions as follows:

A student whose physician has diagnosed him/her with: **Asthma; Anaphylaxis; Diabetes**

These students may be allowed to carry and self-administer medications prescribed for these conditions when a complete asthma, severe allergy, or diabetic management and treatment plan is received. These plans will include a written request and signature from the prescribing physician stating it is medically necessary for the student to have the medication prescribed for asthma, anaphylaxis, or diabetes management available for immediate administration.

- The parent and the physician's written request is valid for one school year and must be renewed at the beginning of each school year.
- The student must demonstrate the ability to properly self-administer the medication and express understanding of safety factors and responsibility related to carrying medication. The student must comply with the instructions, lack of compliance will be reviewed by Spring Creek ISD.
- The student must carry the inhaler or emergency medication in the properly labeled original container.
- Spring Creek ISD reserves the right to require any medication to be kept in the main office.

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### **Written Request**

According to Section 22.052, Education code, any medication administered to a student in a Texas school must have a written request/ authorization from the student's parent or legal guardian and must be in original container and be properly labeled.

**An Asthma, Severe Allergy or Diabetic Management Plan** must be completed by the parent/guardian **and** signed by physician for medications pertaining to these conditions.

A form or plan is valid for the current school year and must be renewed at the beginning of each school year.

A new physician's order must be completed for any changes to an original medication order.

All medication orders for prescription or over-the-counter medications must include written clarification with the dosage, frequency and indications for administration. Orders that state "use as directed" or "use as needed" will not be accepted and the medication will not be administered without further completion of the order.

## **Medication Container**

Medication (prescription and non-prescription) that is brought to school must be in the original, properly labeled container.

A properly labeled prescription medication is one with a pharmacy label that includes the student's name, name of medication, dosage that matches the parent/doctor request form, physician's name, times and methods of administration, and date prescription was filled. The parents should request the pharmacist to dispense two labeled bottles of medication if the medication must be administered at school – one for home and one for school.

A new pharmacy label is required for any permanent medication dosage changes. (A doctor's written order will be accepted for a temporary change and until a new label can be obtained.)

Over-the-counter medication must be labeled with the student's name and have an expiration date.

Medication in plastic baggies or other non-original containers will not be administered.

All sample medications (including inhalers) dispensed by doctors must be accompanied by the doctor's written authorization/prescription for the administration of the medication.

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## **Transportation and Check-In Process**

### **Controlled Medications**

1. For the safety of your child and other children, that medications categorized as controlled substances including, but not limited to Ritalin, Adderall, Methylphenidate, Tylenol #3 (contains codeine) must be transported by the parent or guardian. If the student rides on a bus, the parent may give the bus driver the medication with the number of doses written down.
2. The designated personnel will record the number of doses of controlled medications delivered to the school.

### **Non-Controlled Medications**

For student safety, it is encouraged that parents/guardians transport medications (controlled and non-controlled) to and from school. Bus students can utilize the bus driver for transport.

## **Documentation**

The designee shall record each dosage of medication administered on the student's individual medication record. The date, time, and signature of the person administering the medication are required.

An Incident Report must be completed for any medication error (e.g., frequently missed doses, incorrect medication, incorrect dosage, etc.). The Incident Report will be reviewed by the school administrator.

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## **Herbal Medications**

Spring Creek ISD will administer home remedies, plants, herbs, vitamins, essential oils and other non-traditional forms of medicine at school. This decision not to administer unregulated substances is based, among other reasons, on the following rationale:

*All medication administered in the school setting must be approved by the Food and Drug Administration (FDA). The 1999 Dietary Supplement and Health Education act created a "supplement" category of pharmaceuticals that includes vitamins, minerals, oils and herbs, which do not require proof of efficacy or safety and do not provide standards for purity and equivalence to similar products from other manufacturers. The FDA has not evaluated these products.*

- *The Texas Standards of Professional Nursing Practice require the nurse to know the rationale for and the effects of medication to correctly administer them.*
  - *The purity and consistency of herbal preparations cannot be verified from batch to batch or manufacturer to manufacturer.*
  - *Dosage guidelines do not exist for the administration of herbals to school age children.*
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## **Medication on Field Trips or Athletic Trips**

Any medication that must be sent on a field trip must be in the properly labeled original container or in a properly labeled unit dosage container. Either container should have only the required number of pills to administer on the field trip or athletic trip. A qualified district employee must fill the properly labeled unit dosage container from the original properly labeled container.

The parent/guardian may submit written permission for the school to waive a dose of medicine for the field trip or athletic trip if the medication can be safely rescheduled or omitted.

The principal designated staff member who will administer medications on a field trip or athletic trip will follow Spring Creek ISD Policies and Procedures for medications. The responsibility of administering medications to students, other than their own, cannot be delegated to parents or other chaperones.

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### **Training**

All school personnel whom the principal has designated to administer medication prior to their administration of any medication will be trained.

The Medication Administration Training checklist form will be filled out for each principal designee every year.

## SKILLS CHECKLIST FOR MEDICATION ADMINISTRATION

Person trained:\_\_\_\_\_

Position:\_\_\_\_\_

Instructor:\_\_\_\_\_

Types of Medication Administration (Oral, topical, etc.)

### A. Preparation

1. Verifies authorization of parent's note with prescription label (student's name, date, medication, and dosage).
2. Seeks information for questions and dose calculations.

### B. Procedure

1. Washes hands
2. Gathers necessary equipment
3. Checks label of medication for name, time, dose, and route when picking up medication container
4. Prepares the correct dosage of medication without touching medication if possible by pouring into lid cap and then medicine cup or directly into medicine cup if liquid.
5. Rechecks label for name, time, dose, and route while preparing dose.
6. Rechecks label when returning medicine to locked cabinet.
7. Does not leave medication unattended or within student's reach.
8. Identifies student by asking name
9. Observes student for any unusual behaviors or conditions prior to administration. If any noted, does not give medication and reports to parent or principal
10. Explains procedure to student
11. Positions student properly for administration
12. Administers correct medication to correct student at correct time. in correct dose and correct route.
13. Cleans, returns and/or disposes of equipment as necessary
14. Washes hands

### C. Recording

1. Records as soon as possible on medication sheet: name, time, dose, route and person administering medication
2. Records any unusual observations in the Nurse Referral document and informs the parent, or principal
3. Reports any medication errors.