



Book	Board Policy and Guidelines
Section	Section J
Title	Administration of Medication to Students - Guidelines
Code	JLCD.G
Status	Active
Adopted	July 16, 2019
Last Reviewed	January 28, 2009

ADMINISTRATION OF MEDICATIONS TO STUDENTS

Definitions

Medications: For the purposes of this procedure, medications include prescription drugs and over-the-counter drugs, including herbal preparations and vitamins. Medications also include substances that claim or purport to be medicinal or performance enhancing.

Authorized Prescriber: Includes a healthcare provider licensed or otherwise authorized by state law to prescribe medication.

Medication Administration

1. All medications must be delivered to the school principal or designee by the parent/guardian in a properly labeled container from the pharmacy or in the manufacturer's original packaging.
2. All medications must be accompanied by a written administration authorization from the parent/guardian and licensed authorized prescriber in accordance with JHCD.
3. Medications will be stored in an environmentally appropriate locked area to which the school nurse and school principal have keys.
4. The school nurse will maintain proper documentation of all medications and their administration. Every student who needs medication at school is required to provide new signed authorization forms annually. Documentation will minimally include the:
 - Student's name.
 - Prescriber's name.
 - Pharmacy.
 - Prescription number. Name of the medication. Dosage.
 - Date and time administered.

- Reasons for not giving medications as prescribed (e.g., vomiting, spills, refusal). Name and signature of person who actually administered the medication.
5. To the extent practical, students shall be provided privacy when receiving medications.
 6. The school nurse will work with the student, parents/guardians and teachers in determining how best to deliver the medication to the student during the school day.
 7. If the district maintains prefilled epinephrine auto syringes or asthma-related rescue medications, a list of students whose parents/guardians indicate that they cannot receive such medications will be kept with the medications.

Handling and Disposal of Medications

1. Schedule II controlled substances shall be inventoried upon receipt and daily by the person administering the drug.
2. The record of the drug count shall be maintained on the student's medication record maintained in the student's electronic health record.
3. Any count discrepancies shall be reported to the school nurse and Director of Health Services for further investigation.
4. Controlled substances shall be kept in double-locked storage, such as a locked box within a locked cabinet, to which the school nurse and the school principal or designee shall have keys.
5. Expiration dates on all medications will be checked on a routine basis.
6. Parents/Guardians may retrieve their student's medications from the school at any time during school hours.
7. When possible, all unused, discontinued or expired medication shall be returned to the parent/guardian and the return documented.
8. The school nurse may destroy medications if the parent/guardian consents, if a witness observes and if the destruction is properly documented.
9. All medications shall be returned to the parent/guardian or destroyed at the end of the school year. In order to ensure the safe return of medication to parents, no medication will be sent home with students in backpacks or on the bus/school transportation. If a student has written authorization on file with the school nurse to self-carry emergency medication, he/she may transport that medication home.

Note: The reader is encouraged to review policies and/or forms for related information in this administrative area.

* * * * *

REVIEWED: July 16, 2019