

# ADMINISTRATION OF MEDICATION

The purpose of administering medication in school is to help each student maintain an optimal state of health to enhance his educational plans. **MEDICATIONS SHOULD BE GIVEN AT HOME WHENEVER POSSIBLE.** Medications given during school hours should be only those necessary to provide the student access to his/her educational program. The intent of the guidelines is to reduce the number of medications given at school, yet assume safe, effective administration of medications for those students who require them.

Each school corporation should establish a written policy consistent with the Indiana Law IC 34-4-16.5-3.5 of the Indiana Tort Claims Act, effective March 2, 1988 (see page 106), 511 IAC 7-1-2(k), and Indiana Legend Drugs, IC 6-6-8-2. The guidelines provided assist with the interpretation of the law and can be incorporated into your school corporation policy:

- 1.) Only those medications which are necessary to maintain the child in school and must be given during school hours shall be administered.
  - 2.) A program for administration of medications is developed and managed by the School Nurse.
    - a.) Written instructions such as a medication authorization form is signed and completed by the physician and/or parent of the student who is to receive medication.
    - b.) Medications prescribed for a student (legend drugs) are kept in the original container/package with pharmacy label and Student's name affixed. The pharmacy label can serve as the written order of a Practitioner.
    - c.) All medications are kept in locked areas or in tamper proof containers.
    - d.) When a medication is to be administered at school, the school nurse will know the purpose of the medication, side effects, dosage, administration route and time. This information is discussed with the student and other staff assigned to administer medication.
    - e.) Effectiveness and side effects shall be assessed with each administration and documented as necessary. Documentation of effects for long-term medication should be summarized and written feedback provided to the licensed prescriber and parent(s)/guardian at appropriate intervals.
    - f.) All permission for long-term medication shall be renewed at least annually. Changes in medication shall be documented by written authorization from a licensed prescriber.
- All medication must be brought to school by a parent/guardian, or an adult, age 18 and over, who is on the students contact list in INOW.
  - Medication brought to school by a student will NOT be given and a parent/guardian must come to the school to retrieve the medication.
  - Medication MUST be brought to the Nurse's office in a new, sealed, unopened container.
  - Medication will not be returned home with students. A parent/guardian or an adult, age 18 and over, who is on the student's emergency contact list in INOW, must pick up the medication from the Nurse's Office.
  - Medication not picked up by the end of the day on the last day of school will be destroyed. Expired medications will also be destroyed. In the event a medication is discontinued, the medication must be picked up by the parent/guardian within five school days or the medication will be destroyed.
  - This form is valid for the current school year only.
  - A new form is required for any changes in medication, dose or administration time.
  - The Nurse/Health Assistant must be notified in writing when a medication is to be discontinued.
  - Personnel administering medication are trained on safe medication administration practices on an annual basis. These trained but unlicensed personnel will most likely give medication. A list of trained personnel is on file with the Director of Health Services.
  - Medications can be administered up to 60 minutes prior to or 60 minutes after the scheduled administration time prescribed by the health care provider. Health assistants will make a good faith effort to administer medication as scheduled. Should your student arrive at the Nurse's Office outside of this time period, the dose will not be given. Some families find that a wristwatch with an alarm helps remind students to go to the nurse's office for their medication.
  - Medication stored in the clinic is only available to the student during the regular school day.
  - In the event of a two hour delay, medications will be given at the prescribed time. Doses will not be rescheduled.

## OVER THE COUNTER MEDICATIONS (OTC)

OTC (non-prescription) medications may be given at school. The school nurse must be aware of the purpose for which a student is to receive the medication. **OTC shall be brought in with the manufacturer's original label with the ingredients listed and the student's name affixed to the original package. *If your child is under the age of 12 then the dose of the OTC medication needs to be Junior Strength.***

**\*\* Antibiotics that are to be given 3 times a day should be given at home, before school, after school and at bedtime\*\***

**UPDATED 4/17**