

## Medication Policy/Procedure

- **Students are not to have prescription or over-the-counter medications in their possession during the school day or during school sponsored events.**
- **All medication (prescription and over-the counter medication) requires a completed *School Medication Prescriber/Parent Authorization Form* to be kept on file in the nurse's office.**
- Students are not allowed to transport any type of medication to and from the school.
- Medication must be transported by the parent/custodian unless other arrangements have been approved by the school nurse, (exceptions: asthma inhaler, insulin/diabetic supplies, and epipen, and only when authorized by the prescriber/physician and parent/custodian).
- Students must take medication only in the presence of the licensed nurse, trained Medication Assistant or parent/custodian, unless authorized to self-administer.
- **Students will be allowed to carry (on their person) and/or self-administer medications prescribed for treatment of chronic health conditions only when the prescriber and custodial parent have so indicated and signed on the *School Medication Prescriber/Parent Authorization Form* and the school nurse has assessed the student's use of the medication is safe and appropriate for school use.**
- Any change in medication, medication orders, to include a change in the medication prescribed, or a change in the existing medication dosage amount or schedule, etc. must be documented on a new medication authorization form, signed by the licensed prescriber/physician and parent/custodian. Medication discontinuation orders, to include the effective date, must be documented in writing by the prescriber. The parent/guardian must sign out and pick up any remaining doses of the discontinued medication stored at the school. The form can be faxed from the licensed prescriber's office to expedite the process. The stop date of the original medication order will be documented on the original authorization and daily medication record. The start date of the new medication order will be documented on the newly completed authorization form and daily medication record.

### Prescription Medication

- Prescription medications will be administered only if a properly completed *School Medication Prescriber/Parent Authorization Form* (PPA) is thoroughly completed and **signed by the licensed prescriber and parent/custodian.**
- Prescription medications must be kept in a current pharmacy labeled container marked with the student's name, dosage, name of drug and directions for administration.

### Over-the-counter Medication (OTC)

- All over-the counter medication must be delivered in a sealed manufacturers' labeled container with the student's name written in indelible ink on the container. No expired (by date on label &/or packaging) medications will be administered in the school setting.

- OTC medications will be administered in accordance with manufacturer recommendations for dosage by age and/or weight only.
- Four different over-the-counter (OTC) medications, Acetaminophen (Tylenol), Ibuprofen (Motrin or Advil), Diphenhydramine (Benadryl) and Dimenhydrinate (Dramamine) will be administered when the *School Medication Prescriber/Parent Authorization Form (PPA)* is completed, signed by the parent/custodian, and the specific reason for giving the medication is included where indicated on the PPA. These 4 medications may be kept on file in the nurse's office for the school year.
- All other OTC medications may be administered for 7 consecutive school days when the *School Medication Prescriber/Parent Authorization Form (PPA)* is completed, signed by the parent/custodian, and the specific reason for giving the medication is included where indicated on the PPA.
- After the 7 consecutive school days, the medication shall be picked up by the parent/guardian or a physician's signature is required.
- Per direction from the Alabama Board of Nursing and the Alabama State Department of Education, schools are prohibited from keeping a stock supply of any OTC medication.

#### **Receiving and Returning Medication**

- When medication is brought to the school, the trained Medication Assistant or licensed nurse will record the date and amount of medication received on the back of the Medication Administration Record (MAR) form. **School personnel and parent/guardian** will sign the entry in the space provided.
- When returning medication to the parent/guardian, the date and the amount of medication returned will be recorded on the back of the MAR form. The school nurse/Medication Assistant and parent/guardian will sign the entry in the space provided.
- Unused portions of medication must be picked up from school by the parent/guardian at the end of the school year. Unused portions not picked up will be disposed of by school personnel in the presence of a witness and documented on the back of the Medication Administration Record (MAR) Form.