

MEDICATION ADMINISTRATION POLICY AND PROCEDURE MANUAL



**Polk County Public Schools
and
Florida Department of Health
in Polk County**

**Revised
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Medication Administration at School

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1. Purpose

This manual has been prepared for the use of the Polk County school personnel who will be administering medications to students. This manual is intended to meet the requirements stipulated by Florida Statute 1006.062, which states that school personnel who administer medications will be trained. It is intended to be a supplement to, not a substitute for, formal training in medication administration.

All medications, treatments, and life-saving procedures must be delivered at school-sponsored events/activities by authorized personnel who have been trained by the School Registered Nurse.

Schools requiring assistance in meeting this requirement should contact the School Registered Nurse.

2. Procedure Statement

The Polk County Public Schools recognizes that, under some circumstances, it will be necessary for the physical health of the student that medication be administered during school hours.

No medication (prescription or over-the-counter) will be administered without parental authorization and without a physician's/mid-level practitioner's instructions.

- a. Prescription medications: medications that are required to be authorized in writing by a licensed physician/mid-level practitioner for the treatment of a condition and/or illness. Generic/name brand substitutions are allowed.
- b. Non-prescription/over-the-counter medications: those medications which may be purchased by the general public for treatment of physical conditions and/or illnesses without the authorization of a licensed physician/mid-level practitioner. Over-the-counter medications shall include, but are not limited to all forms of pills, tablets, capsules, lozenges, liquids, creams, etc., that may be taken internally or applied to the body.

A student may possess and use a medication to relieve headaches while on school property or at a school-sponsored event/activity without a physician's note or prescription if the medication is regulated by the United States Food and Drug Administration for over-the-counter use to treat headaches. Health Services RNs should be contacted for further information.

3. Definitions

Health Services Registered Nurses (RNs): Nurses employed by PCPS to coordinate school health services, develop health policies, procedures, protocols and curricula, provide health related in-service training and medical supervision to PCPS personnel and act as resource persons concerning school health issues.

School Registered Nurses (RNs): Nurses employed by either PCPS or the Department of Health to provide nursing services to the schools. Most school RNs have multiple schools for which they are responsible. Their responsibilities include, but are not limited to, monitoring student immunization and health records, providing a variety of health screenings, health in-service for staff, consultation with parents and staff regarding specific student health issues, medical supervision of PCPS personnel providing direct health care to students, and teaching health education classes to students.

Clinic Nurses: Nurses, usually LPN's, who are assigned to a specific school to provide direct health services to students.

Health Contacts: PCPS employees assigned by the principal as unlicensed assistive personnel to provide direct health services to students.

4. Who Can Administer Medications

Principals/Directors of each school are required to have a clinic nurse and designate a minimum of two staff members as Certified Health Contacts who will be responsible for the administration of medication to students.

The Health Contacts are authorized under Florida Statute 1006.062, to assist students in the administration of prescription and non-prescription medication provided that:

- a. The Health Contacts have completed a formal instructional class, offered by the Health Services Registered Nurses on medication administration, including practical training in the recommended procedures for administration of medication as outlined in "Medication Administration Policy and Procedure Manual." This manual will be provided to each individual who receives this training. Upon completion of the training, the Health Contacts will receive Acknowledgement of Training in Medication Administration at School.

The School Registered Nurse will provide additional instruction and guidance as needed, including:

- Information in the purpose, effect, expected results and possible side effects of specific drugs.
- An observation/clinic audit, at least annually, using a checklist/clinic audit tool to ensure that safe practice guidelines for medication administration are being followed. Copies of the completed audit will be provided to:
 - The individual(s) being observed
 - The school principal/director
 - PCPS Health Services
- Any other assistance regarding medication administration that is requested by the school.

Medications Requiring a Nurse to Administer

According to PCPS policy and procedures, only a licensed nurse is authorized to administer insulin, Diastat and/or seizure emergency intranasal spray during the school day or for school-sponsored activities. The licensed nurse is also authorized to provide supervision to students who administer their own insulin.

Unlicensed health contacts **are not** permitted to administer insulin or Diastat or a seizure emergency intranasal spray to students or supervise the student's insulin administration unless the student is their own child.

Exceptions – Self Carry

In accordance with Florida Statute 1002.02(3)(i) a student must have the following items in order to carry any of these medications on their person – asthma inhalers, Epinephrine auto-injector and/or Benadryl/antihistamine when prescribed for life-threatening allergies, diabetes testing supplies and insulin, prescribed pancreatic enzymes supplements:

- A written notation on the Authorization for Medication/Treatment/Diabetic Medical Management Plan (DMMP) signed by the student's parent/guardian **and** physician/mid-level practitioner for any of the following medications in order to carry them on their person
- A "Medication Contract" must be completed by the School Registered Nurse.
- All school staff, including substitute teachers involved with this child, should be made aware of the fact that he/she is allowed to carry this medication.
- Parents of students who participate in after-school activities, who may require the use of any of these medications, should talk to their physician/mid-level practitioner about obtaining an Authorization for Medication/Treatment with a notation to carry their medication.
- An initial case conference with student, parent/guardian, school administrator, designated school staff who will be involved with the student and the School Registered Nurse. Subsequent case conferences must be updated annually by the School Registered Nurse. This conference may be conducted by the School Registered Nurse via telephone or a student-specific case conference as necessary.
- Written procedure as outlined in protocol.
- List of what the parent/guardian must provide in terms of supplies and medication.
- Documented medical procedure training of staff who will be involved in the treatments.

- Documentation of emergency telephone procedure.
- Documentation of the emergency plan.
- Designated school staff members should be trained in the location and use of these medications and/or emergency medications used to treat their chronic diagnosis.
- All school staff, including substitute teachers involved with this child, should be made aware of the fact that he/she is allowed to carry medication.
- This should be documented on the school's health alert (high-risk) list and in the teacher's plan book and sub folder.
- Teachers have access to the Health Alert list in the electronic medical documentation system.
- Special teachers (i.e.—P.E., Art, Music, Computers, etc.) should be made aware of a student's potentially life-threatening condition, but do not need to attend the in-service unless they will be one of the responsible persons providing treatment.
- Improper handling of the asthma inhaler, Epinephrine auto-injector, Benadryl, diabetes medications/supplies, or pancreatic enzymes by the student could result in the privilege to carry these medications/supplies being suspended. Parent/guardians will be notified if a problem arises due to the student's misuse/mishandling of an asthma inhaler, epinephrine auto-injector, pancreatic enzymes, or medications or supplies for diabetes. Further disciplinary action may be taken by the school administrator.

Exceptions – Other

Students are not permitted to carry medications with the following exceptions. These items are not considered medications and should be provided by the parents.

- saline solution for contact lenses,
- non-medicated lip balm
- hand sanitizer gel
- sunscreen
- non-medicated cough drops (at principal's discretion)

5. Authorization for Medication/Treatment

Authorization for medication/treatment is needed for:

- Prescription medication for chronic/long-term conditions: at the beginning of each school year or any time a medication and/or dosage is changed.
- Prescription medication for short-term conditions (for each illness).
- Non-prescription (over the counter) medications as recommended by the physician/mid-level practitioner on the Authorization for Medication/Treatment.

An appropriately completed Authorization for Medication/Treatment is submitted by the parent/guardian. No medication will be administered without parental authorization and without a physician's/mid-level practitioner's instruction.

An Authorization for Medication/Treatment should be given to the parent the first day and returned to school the following day.

Authorization for Medication/Treatment may be faxed to the physician for completion including signature (physician/mid-level practitioner). This form should be attached to the Student Medication Log.

Medication may be administered for one day with a written note from parent/guardian.

The possible side effects and any special instructions are listed on the Authorization for Medication/Treatment.

6. Procedure to Accept Medications

Prescription medication is received in a pharmacy-labeled container with the following information:

- Student's name
- Physician's/mid-level practitioner's name
- Pharmacy's name and phone number
- Name of medication (generic/name brand substitutions are allowed)
- Directions concerning dosage and administration
- Time of day to be taken
- Date of prescription

Sample prescription medications may be accepted provided that all of the above information is written on the medication sample, with the exception of the pharmacy's name and phone number.

Non-prescription (over the counter) medication must be received in its original container and labeled with the student's name. A completed and signed Authorization for Medication/Treatment must accompany each over-the-counter medication.

Medications must be supplied to the student by the parent/guardian. **ONLY an adult may transport medication to and from the school clinic.**

Unless the parent has given written permission for certain over the counter medications in accordance with a Hazel Health visit, the initial dose of any new medication **shall not** be administered during school hours by the clinic nurse/health contact because of the possibility of an allergic reaction.

No more than one month's supply of prescription medications may be brought to school. Exceptions may be made to this policy on a case-by-case basis, with the approval of the principal.

A Student Medication Log must be kept for each student receiving medications at school. The Student Medication Log should be attached to the Authorization for Medication/Treatment for easy reference.

Medications must be counted, documented, and initialed on the Student Medication Log when received by the clinic nurse/health contact and entered into the electronic medical documentation system.

Enter the number of doses into the electronic medical documentation system.
(Example: If 50 tablets are received, but each dose is 2 tablets, the number of doses is 25 and 25 doses should be entered into the electronic medical documentation system.)
Medications such as inhalers and liquid medications may be estimated since it is not always possible to determine the exact number of doses.

The medication must be added to the Student Medication Listings forms located in the front of the medication authorization binder.

7. Medication Storage

All medications must be stored **in the school clinic** in their original container and under lock and key at all times. There should be 2 keys for this cabinet in case of loss. These keys should be returned to the principal or designee at the end of each day.
KEYS MAY NOT BE REMOVED FROM SCHOOL PROPERTY.

Exception: Those medications that students carry and have a "Medication Contract" on file. All other exceptions must have approval by Polk County Public Schools Health Services.

Exception: Field trip medication may be carried by teacher who has had field trip training and will be administering medication; example—in a "fanny pack" but should never be left in a vehicle of unsecured location. Provide a copy of the Authorization for Medication/Treatment to the teacher with the medication needed for the field trip.

Medication should be delivered to school and **kept in the container in which it was dispensed.**

Medications which require refrigeration should be stored in the refrigerator, separated from food by placement in a sealed container (an airtight plastic container). Medication **must** be in a locked box in the refrigerator or in a locked refrigerator.

Medication requiring refrigeration should **not** be kept in the refrigerator door. Bacteria from food can be transferred to medication kept in the same refrigerator. Place the medication container inside a sealed container before placing in the refrigerator.

Whenever possible, food and beverages **should not** be stored in the clinic refrigerator unless the food items are labeled for a specific student's medical condition. A temperature of 36-40 degrees F should be maintained and regularly checked with a thermometer.

Bacteria will grow in medication, and for this reason, the cap should always be replaced tightly and contaminated objects (i.e., thermometers, catheters) should be stored in another area of the cabinet.

If the medication has an expiration date that is close to expiring, please request a refill from the parent. Document contacts with the parent.

If the medicine changes in appearance or odor, do not give it, and notify the parent immediately.

8. Procedure to Administer Medications

NO medication, either prescription or over the counter, should be administered to a student by PCPS or FDOH personnel unless the following criteria are met:

- The medication is used to control chronic conditions or acute illness; and failure to administer it would jeopardize the student's health.
- An Authorization for Medication/Treatment has been completed and signed by the student's parent/guardian **and** physician/mid-level practitioner. The Authorization for Medication Treatment should be filed in a notebook and kept in a locked area.
- In the event there has been no opportunity for an Authorization for Medication/Treatment to be completed by the physician/mid-level practitioner, medication in the original, pharmacy-labeled container and labeled with the student's name may be administered for one day only with a written note from the parent/guardian.
 - The parent/guardian must also sign the Authorization for Medication/Treatment so that the Authorization for Medication/Treatment

may either be faxed to the medical provider for completion or given to the parent to take to the medical provider for completion.

- The Authorization for Medication/Treatment must be completed appropriately and returned to school the following day to continue administration of the medication at school by authorized school personnel.

Medications **must not** be given past the recommended length of time indicated on the Authorization for Medication/Treatment.

If a tablet must be broken in half, this should be done by the parent or pharmacy before bringing the medication to school. Clinic nurses/health contacts are not permitted to split medication or to put two halves together to make a whole. If prescription changes from a half tablet to a whole tablet, return halves to parent.

Tablets can only be crushed if indicated on Authorization for Medication/Treatment form; parents are to provide the pill crusher. If the pill is to be mixed with applesauce/pudding, the parent must also supply this. This is student specific. Don't mix medicines together without checking with the physician/mid-level practitioner, pharmacist, or school health RN.

Violation of any one of the "six rights" of medication administration constitutes a medication error. Those six rights are **right student, right medication, right dosage, right time, right route, and right documentation.**

A copy of "Medication Administration Policy and Procedure Manual" should be kept in the notebook where medications are logged. This notebook and the medications should be stored together in a locked cabinet.

Procedures not covered in this manual should be referred to the Health Services Registered Nurses.

9. Administration Techniques/Routes

Identify the Student

Never give medication if there is **any** doubt as to the identity of the student.

Ask the child to state his/her name (**do not prompt**; children will often answer to other names.)

Have the teacher verify identity, if necessary, by sending the child to the office with an adult.

Check the name on the bottle of medicine when it is removed from the cabinet and again before pouring the medication. Check again just before the child takes the medication. Always check at least three times.

Always wash your hands well before and after giving medications.

Follow the label directions carefully including any precaution stickers.

Record all medications immediately on Student Medication Log and in the electronic medical documentation system *in a timely manner*. Electronic medical documentation is required; however, in the event a health contact or agency/sub nurse does not have access, or the electronic medical documentation system is not available, medication administration must be documented on the Student Medication Log. Date and initial each entry with exact time given. The Student Medication Log and the Authorization for Medication/Treatment are to be kept together in a medication binder.

Students receive their medication on time, as ordered by the student's physician/mid-level practitioner. Medication is considered on time if given 30 minutes before or 30 minutes after the prescribed time.

If the student fails to appear to take the medication or treatment at the appropriate time, the student must be located and called to receive his/her medication.

Procedures not covered in this manual should be referred to the Health Services Registered Nurses.

Administration Procedures by Route

Ear Drops

1. Double check to make sure the medicine is being put in the correct ear.
2. Have the child lie on the opposite side.
3. Pull up and back on the ear; put in the drops. Tug gently on the child's ear to allow drops to roll in.
4. Leave the child on his/her side for a few minutes.
5. Wipe off any medicine that runs out.
6. If the child requires drops in both ears, wait a minute or two before doing the other ear. Put a cotton ball in the outer portion of the first ear before turning the head and giving the drops in the other ear.

Eye Drops/Ointment

Installation of eye drops is a clean technique necessary to prevent the introduction of bacteria into the eye.

1. Make sure you are putting the medication into the correct eye.
2. Wash your hands and put on gloves.
3. Have the student lie down or sit and extend the head back.
4. Have the student close his/her eyes.
5. Do not put in medication if the child is crying.

6. Rest your hand on the child's forehead. Gently pull the lid down.
7. Apply drops or ointment without touching the container tip to the eye, skin, or anything else.
8. If you contaminate the end of the tube by touching it, squeeze out a small amount of medicine on a gauze pad or Q-tip and start over.

Gastrostomy Medication Administration

Medication administration via the Gastrostomy tube is used to bypass the usual route of administration when the student is at risk for choking, swallowing is impaired, and/or the student is NPO and unable to take medication by mouth. Ensure student privacy when performing medication administration.

Medications will be handled on an individual basis. Training must be provided by a registered nurse. A licensed nurse must perform the g-tube/mickey button medication administration.

Do not mix medications with feedings.

Always flush g-tube/mickey button before and after a medication administration.

Gastrostomy Medication Administration via Mickey Button or G-Tube

1. Gather all supplies and the medication to be administered.
2. Review Medication Authorization Form for doctor's order.
3. Wash your hands.
4. Prepare the medication according to the Medication Authorization Form.
5. Check student identification.
6. Position student upright in a sitting or a semi-reclining with head at a 45-degree angle.
7. Put on Latex free gloves.
8. Prime (fill) the connector extension tubing with water and clamp off.
9. Open the feeding button flap and attach the clamped and primed connector extension tubing.
10. Attach an empty syringe in the extension tubing medication port site.
11. Check for abdominal placement by unclamping extension tubing and gently pulling back stomach contents from medication port.
12. Return the stomach contents back into the stomach.
13. *****If unable to verify placement, contact Parent immediately.**
14. Attach the syringe filled with the medication to the extension tube medication port.

15. Unclamp the extension tubing and instill the medication.
16. Next, flush the extension tube with 30cc of water or ordered amount if indicated.
17. Close the roller clamp.
18. Carefully disconnect the extension from the feeding button or G-tube site.
19. Close the feeding button flap.
20. Remove your gloves.
21. Wash your hands.
22. Document medication administration.

NOTE: **If the medication is to be administered during a Continuous Pump Feeding

1. Interrupt or pause the feeding.
2. Flush feeding tubing with 30cc water or amount indicated by doctor.
3. Administration prescribed medication.
4. Flush feeding tube with 30 cc of water or amount indicated by doctor.
5. Resume the feeding.

Gastrostomy (Mickey Button) Medication Administration with Syringe

1. Gather equipment. (Review medication order, observe 5 rights, gather medication, syringes, water, and non-latex gloves.)
2. Wash hands.
3. Put on non-latex gloves.
4. Draw up medication dosage in the appropriate calibrated syringe.
5. Draw up 40 cc of distilled/sterile water in calibrated syringe (20cc for pre-med flush and 20 cc for post-med flush)
6. Position student upright or semi-reclining with head elevated at a 30° angle.
7. Observe button site/stoma and skin around gastrostomy tube site.
8. Open flap on mickey button site.
9. Attach the flush syringe with 40 cc of distilled/sterile water.
10. Aspirate gastric contents to confirm gastric placement.
11. Gently return the gastric contents and give pre-med flush (20cc)
12. Disconnect the pre-med flush syringe with the remaining 20 cc.
13. Attached medication dosed syringe.
14. Slowly administer prescribed medication.
15. Remove the used/empty medication syringe.
16. Reattach the flush syringe and give the remaining 20cc (post-med flush)

17. Disconnect the flush syringe.
18. Close the flap on mickey button.
19. Discard used syringe(s) if you have daily replacements.
20. If syringes(s) needs to be reused, wash with warm soapy water and air dry.
21. Remove gloves.
22. Wash hands.
23. Document procedure in FOCUS.
24. Return student to class activity.

Gastrostomy (Mickey Button) Medication Administration with Extension Tube

1. Gather equipment. (Review medication order, observe 5 rights, and gather medication, connector tubing with clamp, syringe(s), water, and non-latex gloves)
2. Wash hands.
3. Put on non-latex gloves.
4. Draw up medication dosage in the appropriate calibrated syringe.
5. Draw up 40 cc of distilled/sterile water in a calibrated syringe (20cc will be used for pre-med flush and 20cc for post-med flush)
6. Position student upright or semi-reclining with head elevated at 30° angle.
7. Observe button site/stoma and skin around gastrostomy tube site.
8. Open flap on mickey button site.
9. Attach primed extension tubing to mickey button.
10. Open extension flap and attach pre-flush water syringe to extension tubing.
11. Aspirate gastric contents to confirm gastric placement.
12. Instill the returned gastric contents and give pre-medication 20cc flush.
13. Disconnect the pre-medication flush syringe with remaining 20cc of water.
14. Attach syringe filled with medication.
15. Slowly administer prescribed medication.
16. Remove the used/empty medication syringe.
17. Attach post-med flush syringe to extension tubing and give remaining 20cc of distilled/sterile water.

18. Clamp the extension connector tubing just above button (or stoma) before flush has cleared from extension tubing.
19. Remove extension from mickey button site.
20. Close the flap on mickey button.
21. Discard syringe(s) if you have daily replacements.
22. If syringe(s) need to be reused, wash with warm soapy water and air dry.
23. Wash extension tubing equipment with soapy water and allow to air dry.
24. Remove gloves.
25. Wash hands.
26. Document procedure in FOCUS.
27. Return student to class activity.

Inhaled Medications – Metered Dose Inhaler (MDI)

A metered dose inhaler (MDI) is a device used to deliver asthma medication directly to the lungs. To ensure effective administration of the medication the following steps should be performed.

1. Remove the cap and hold the inhaler upright.
2. Shake the inhaler.
3. Tilt the head back slightly and breathe out.
4. Position the inhaler in one of the following ways:
 - a. Open mouth and hold inhaler 1-2 inches away.
 - b. Use a spacer (aero chamber); recommended with young children. (if ordered by physician/mid-level practitioner.)
 - c. Put in mouth.
5. Press down on inhaler to release medication and start to breathe in slowly.
6. Breathe in slowly. (3-5 seconds)
7. Hold breath for 10 seconds to allow medicine to reach deeply into lungs.
8. Repeat puffs as directed. Waiting 1 minute between puffs may permit the second puff to penetrate the lungs better.
9. Rinse mouth with water after final puff.

Inhaled Medication – Nebulizer

Children who are unable to use inhalers effectively may have an order for inhaled medication through a nebulizer. This involves a compressor that forcefully pushes air

through a small chamber in which the medicine is placed, forming a medicated mist that is breathed in by the child.

1. Identify need and time for treatment.
2. Wash hands and put on gloves.
3. Obtain equipment; put it together except for mask or mouthpiece, and plug in.
4. Explain procedure to student.
5. Add medication to nebulizer medication chamber, as per the physician's directions.
6. Attach mask or mouthpiece.
7. Have student seated comfortably.
8. Position the mouthpiece between the teeth or fit mask over nose and mouth.
9. Turn on the compressor.
10. Encourage student to inhale deeply and pause after each inhalation, exhale slowly.
11. Continue procedure until all medication is nebulized, keeping nebulizer chamber upright.
12. Rinse plastic sections with warm water and allow to air dry. **Do not rinse long tubing.** Allow to air dry.
13. Remove gloves and wash hands.

Injectable Medication – Epinephrine auto-injector given for an allergic reaction to medications and/or insect stings

The epinephrine auto-injector can be given by non-licensed personnel in the school health setting if the student has an authorization for it in the clinic.

In case of a severe reaction (anaphylaxis) of a student, 911 must be called.

1. Administer the injection as ordered by the physician.
2. If the student has an epinephrine auto-injector, follow the manufacturer's directions.
3. The epinephrine injection may even be given through a layer of clothing if necessary.
4. Be sure to hold the epinephrine auto-injector firmly against the skin for 10 seconds (count to ten).
5. **Call 911 immediately** whenever the epinephrine auto injector is administered.

6. If a student is taken to the hospital emergency room, send the medicine container and emergency information card with the person accompanying the child.

Injectable Medications used to treat students with diabetes

Students with diabetes may have orders for emergency injectable medications, such as Glucagon, GVOKE, and/or Zegalogue. These medications can be given by non-licensed personnel in the school health setting.

Each school must have at least three designated personnel to administer this medication if needed. Ideally, one of these should be the child's classroom teacher. Contact the School Registered Nurse to arrange a conference with the parents and the three designated personnel.

1. If the student has Glucagon, GVOKE or Zegalogue, Administer the injection as ordered by the physician and follow the manufacturer's directions.
2. **Call 911 immediately** whenever Glucagon or GVOKE or Zegalogue is administered.

Nose Drops and Nasal Sprays - Take the following steps when administering nose drops or nasal sprays:

1. Have the child blow his/her nose gently.
2. Check the bottle to see if the child should be sitting, standing, or lying down.
3. Nose drops:
 - a. Put the dropper at the entrance of the child's nostril.
 - b. Give the correct number of drops.
 - c. Tell the child to stay still with his/her head tilted back for several seconds.
4. Nasal Sprays:
 - a. Tell student to sniff in on the count of three as you squeeze the bottle.
 - b. You can have the student close one nostril while the spray is administered to the other nostril.
 - c. Clean tip of the spray bottle with a clean, moist paper towel.
5. If the medication starts trickling down the child's throat, encourage the child to expel through the mouth.

Oral Medications

1. Oral medications are always to be given with the child sitting up.
2. Measure the medication or remove the correct pills from the bottle. Place pills directly into medicine cup. Once again, check name against bottle.
3. Have student wash hands. Hand cup to or assist the child in putting medication into the mouth.
4. Make sure the medicine is swallowed - check the mouth.
5. Always follow with water unless otherwise directed.
6. If the child vomits after the medication, call parents, and give them the time interval.
7. If an error of any kind is made, always notify parent, and fill out a Report of Medication Error. It may be necessary to notify the physician as well.

Special Note: Oral medications are frequently prescribed by the “teaspoon” as a dosage. A calibrated medicine cup is required for making this measurement. Measure medication with a calibrated cup and dispose of the cup immediately after use. Always measure carefully. Measuring/medicine cups are available through the county warehouse.

Topical medications

1. Apply to a clean surface by using cotton tipped applicators or tongue depressors to apply salves and ointments. Never use your fingers.
2. The site will usually be covered with gauze or a band aid.

10. Parent Notification

There are several times when the parents must be notified regarding medication administration policies and procedures:

- At the beginning of each school year, schools must send parents a letter explaining the Polk County Public Schools’ policy regarding administration of medication in school. This letter is reviewed and updated as needed each year.
- Any questions regarding medication instructions
- Failure of the child to receive the medication for any reason (i.e., vomiting, refusal, forgot, out of medication, spilled last dose, etc.)
- Any error in the administration – contact parent immediately.
- Any change in behavior or physical status which might be attributed to the medication.
- Changes in appearance of medication or expiration of medication.

11. Medication Errors

Violation of any one of the “six rights” of medication administration constitutes a medication error. Those six rights are **right student, right medication, right dosage, right time, right route, and right documentation.**

Medication errors include: wrong medication, incorrect dosage, missed dosage, late dosage, and other violations of the “six rights” as noted above.

Report medication errors immediately to the school principal and the parent/guardian.

If the error involves giving the wrong medication or dose:

- Notify the Health Services Registered Nurse or the School Registered Nurse.
- If advised to do by the Health Services Registered Nurse or the School Registered Nurse, call Poison Control for possible adverse side effects and recommendations for further actions.
- It may be necessary to contact the student’s physician/mid-level practitioner.
- The student should be kept under observation for possible adverse reactions until the situation has been resolved.

If the error involves a late or missed dose:

- Call the parent/guardian for recommendation on how to proceed. **Do not give a late or missed dose without contacting the parent and obtaining permission to give the late or missed dose.**
- Notify School Health Services RNs: 863-291-5355.
- A Report of Medication Error must be completed. A copy of this report should be filed in the student’s cumulative folder. Send a second copy to Health Services Registered Nurse and place a third copy in your School Registered Nurse’s box.

Steps to take to avoid a medication error include, but are not limited to:

- Take your time. Don’t allow yourself to be rushed.
- Concentrate on what you are doing. Avoid distractions.
- Work with one student at a time. When clinic is busy, ask another health contact to assist with other students if necessary. Teamwork is important and helps keep everyone safe.
- Check the identity of the student and the medication three times before administering it. Check medication label with the Authorization for Medication/Treatment every time medication is administered.
- Check expiration dates. Staff are not permitted to administer expired medications.
- Log the medication immediately.
- Replace the medication in a locked cabinet.
- Document on the student medication log and then in the electronic medical documentation record.

12. Disposition of Medications

When the administration of medication is discontinued, the Authorization for Medication/Treatment and the Student Medication Log should be filed in the student's Cumulative Health Record.

An entry should be made in the electronic medical documentation record to reflect this change.

The Student Medication Listing form should be updated to reflect this change.

Notify the parent/legal guardian of leftover medications. Medications must be claimed by the parent/legal guardian and may not be given to the student to take home.

Document the date and number of pills given to parent/guardian on the medication log notes and in the electronic medical documentation system.

Medications no longer being administered and not claimed by the parent/guardian after 35 school days (see ***Exception** below), will be disposed of as follows:

1. Do not flush/dispose of medications via the sanitary sewer system.
2. Medication disposal must be witnessed by a second PCPS employee and documented by both employees. Disposed medication is considered "destroyed" and entered in the electronic medical documentation system. In addition, both employees need to sign and date the disposal on the back of the Student Medication Log in the Medication Notes section.
3. Keep the medication in the original container.
4. Mark out the name and prescription number.
5. For pills: add some water or soda to dissolve them.
6. For liquids: add something inedible like dirt, cat litter, or cayenne pepper.
7. Close the lid and secure with duct or packing tape.
8. Place the bottle(s) inside an opaque (non-see-through) container like a coffee can or plastic laundry bottle and tape the container closed.
9. Place container inconspicuously in the trash. Do not dispose of any containers with medications in the recycle bin.
10. Metered dose inhalers should be emptied outdoors by pumping the container into the air, as if being administered.
11. Injectable medications such as epinephrine auto-injectors can be emptied onto absorbent material and the absorbent material disposed in the trash according to the procedure described above; place the empty containers and needles in the Sharps disposal container.
12. Creams/ointments and gels can be emptied onto absorbent material and disposed in the trash according to the procedure described above.

13. Patch: Use gloves to remove the patch and place in a non-see-through container such as a coffee can with a lid. The lid should be sealed with duct or packing tape. Place container inconspicuously in the trash. Do not dispose of any containers with medications in the recycle bin.

***Exception re: disposal after 35 school days: Every attempt should be made to return potentially life-saving medications to the parent/guardians, such as Epinephrine auto-injector, medications/supplies for diabetes and asthma inhalers, even if they have not been claimed by the parent/guardian after 35 school days. To assure that every attempt is made, also notify a Health Services Registered Nurse before destroying a potentially life-saving medication.**

13. FIELD TRIP MEDICATION PROCEDURES

A separate **Field Trip Medication In-Service** is required for those employees who are not PCPS Certified Health Contacts and who will be responsible for giving medications to students on field trips. This is a one-time in-service that may be scheduled during staff meetings. The School Registered Nurses are available to provide this service.

Only a trained, Polk County Public Schools' employee or the student's parent/legal guardian may administer medications to a student while on a field trip. **Volunteers are not authorized to give medications to students at any time.**

Inform your school's Clinic Nurse/Health Contact of the date of the field trip and provide a list of the students who will be going. **Do this at least 24-48 hours in advance.**

On the day of the field trip, pick up the medications from the clinic and a copy of the student's Authorization for Medication/Treatment.

Medication should be kept in the original container.

Carry the medication in a safe, secure place where students will not have access to them. **Never leave them unattended.**

Administer the medications within ½ hour of the time indicated.

Remember to:

- a. Wash your hands before and after administration.
- b. **Identify the student 3 times before giving medications.** Be sure to check the name of the student with the name on the prescription container.
- c. Initial the back side of the copy of the Medication Authorization, noting the exact time the medication was administered. (e.g. CL/11:32 am).
- d. Make sure the student actually swallows the medication. Check inside the mouth if necessary.

Upon returning from the field trip, return the medication/prescription container to the Clinic Nurse/Health Contact and document medication given on the Student Medication Log. Be sure to also sign the initial code.

If you forget to give the medication, give it more than 30 minutes too early or too late, or give the wrong medication or the wrong dose, you have made a medication error. Medication errors must be reported to the parent and the principal immediately, so that proper steps may be taken to protect the student's health. Medication errors must be documented on a Report of Medication Error obtained from the Clinic Nurse/Health Contact.

14. VOCATIONAL TRAINERS' MEDICATION PROCEDURES

Vocational trainers, trained PCPS personnel who administer medications to students at their job site, must follow the Vocational Trainers Procedure.

Only a trained, Polk County Public Schools' employee or the student's parent/legal guardian may administer medications to a student while on a field trip. **Volunteers are not authorized to give medications to students at any time.**

Inform your school's Clinic Nurse/Health Contact of the student's departure time for their work site and provide her with a list of the students who will be going. Obtain medication log and copy of the Authorization for Medication/Treatment for each medication.

Each day pick up the medications from the clinic along with a copy of the student's Authorization for Medication/Treatment.

Medication should be kept in the original container.

Carry the medication in a safe, secure place where students will not have access to them. **Never leave them unattended.** There are lock boxes available for this purpose.

Administer the medications within ½ hour of the time indicated

Remember to:

- a. Wash your hands before and after administration.
- b. **Identify the student 3 times before giving medications.** Be sure to check the name of the student with the name on the prescription container.
- c. Document the time the medication was administered and your initials on the Student Medication Log. Be sure to sign the initial code on the back on the medication log.
- d. Make sure the student actually swallows the medication. Check inside the mouth if necessary.

The Clinic Nurse/Health Contact should document according to the Field Trip procedures in the electronic medical documentation system and/or "F" for field trip each day on the Student Medication Log if the electronic medical documentation system is not available.

If you forget to give the medication, give it more than 30 minutes too early or too late, or give the wrong medication or the wrong dose, you have made a medication error. Medication errors must be reported to the parent and the principal immediately, so that proper steps may be taken to protect the student's health. Medication errors must be documented on a Report of Medication Error obtained from the Clinic Nurse/Health Contact.

MEDICATION ADMINISTRATION TIPS

1. Determine which students are to receive medications daily.
Make a notebook to hold:
 - Student Medication Listings – daily, PRN and emergency medications
 - Authorization for Medication/Treatment
 - Student Medication Log
 - Medication Administration Policies and Procedures Manual
2. Identify the student positively; check the label.
3. Wash your hands.
4. Measure carefully; check the label and student identity for a second time.
5. Double check the bottle with the student; check a third time.
6. Administer the medication.
7. Log immediately on the Student Medication log and in the electronic medical documentation system.
8. Replace the medication in the cabinet and lock.
9. Wash your hands.
10. Notify the parent of any PRN medication to be given, emergency medication to be given, and in the case of any medication error.