

<b>Policy Number:</b> HS 010	<b>Title:</b> Medication Procedure
<b>Performance Standard:</b> 1302.47 (b)(4)(i)(C) <b>USD 418 BOE Policy:</b>	<b>Original Date:</b> 2006 <b>Review Date:</b> 5/2020 AC
	<b>Policy Council Approval/Revision:</b> 1/2018 <b>BOE Approval:</b> 3/2018

**POLICY:**

Children who attend the center may need to have medications given at school. Every possible means needs to be taken to have the medications taken at home. If it becomes necessary for the child to have medications taken at school, the following steps must be followed:

**PROCEDURE:**

1. Written authorizations from the physician for the school stating the student’s name, medication, dosage, time to be given, and for how many days.
2. Medication must be properly identified and in its original pharmacy labeled container.
3. Written permission by the parent/guardian giving the school district authorization to assist with medication.
4. A medication log of when medication was given will be placed in a notebook in the classroom.
5. Storage of medication will be in a clean, locked cabinet or container located in the nurse's office.
6. No medications will be given at the school for the first time. Previous history of the child having received that medication at home needs to be established to avoid unexpected reactions.
7. Parent or guardian must bring the medication to the school. No medications are to be sent with the child. In certain instances, and with special permission, a designated person from the center may transport the medication from the parent/guardian to the center for the R.N. to administer or delegate.

**Without the requirements, medication should not be administered at school.**

**Medication Training:**

**Medication can only be legally given by the school registered nurse or by school personnel whom the school registered nurse has trained and delegated the task of giving medication. The trained personnel *may not* further delegate to others.**

The Health Coordinator and/or the school nurses will conduct annual training for the center personnel in the fall at inservice training, and as needed throughout the year as medication administration needs arise. Each child who has a specific need for a method of administration, will have the steps to take to administer that medication attached to the individualized care plan, and documentation in the training files for the center signed by the delegator and delegatee. The staff who administers the medications must also

document on the child's medication log, and notify parents, as needed. Regularly scheduled medications given at the school may not require parental notification at the time of administration. The school nurse will be in charge of regular supervision of the staff at the school.

At the end of the school year, each child who has had medications at the center, will have the medications picked up by the parent/guardian, or delivered to the parent/guardian, or it will be destroyed and documented by the school nurse.