

## Cleburne I.S.D. Health Services Medication Administration Protocol

**Medication must be accompanied by the Medication Administration Authorization form *signed and dated* by the parent/guardian and physician with each new medication.**

\*All medications will be furnished by the parent and must be delivered to the nurse's office by the parent or guardian with appropriate signed forms. **NO MEDICATION IS SUPPLIED BY THE SCHOOL.**

\*The only medication given at school will be that which is necessary to enable a student to remain in class. Whenever possible please give medication at home. "Three times a day" could be before school, after school, and at bedtime. The first dose of a new medication shall be given at home in case the student is sensitive to the medicine.

\*All medications must be in the original, properly labeled container. Medication in baggies, envelopes, or unlabeled medication WILL NOT be given. *Expired medication is not accepted.*

A new Medication Administration Authorization Form must be updated every school year for each medicine to be administered. A new year means a new form.

\*When the medication dosage changes, written notification, (a new Medication Administration Authorization Form) signed by the parent/guardian along with a written order from the physician and a new medication bottle with the new dosage on the label shall be submitted prior to any medication being administered by a school authorized employee.

\*Students may not have prescription or non prescription medication in his/her possession while at school **EXCEPT** emergency medication prescribed by physician and meeting the school board policy and protocols for student administered medication. Emergency Medication includes: EpiPen or Asthma Inhaler. A student contract to carry emergency medication signed by the parent/guardian and physician shall be kept in the nurse clinic. Students that do not follow medication protocols and procedures set by CISD may be subject to disciplinary action.

\*All over the counter, nonprescription medications must be accompanied by a **Medication Administration Authorization Form signed by Physician and the parent/guardian.**

### **End of Year Medication Procedure:**

- **Elementary:** Medications will not be sent home with a student. A parent/guardian must pick up left over medication. All medications left at the end of the school year will be destroyed. No medication will be sent home on the bus with a student.
- **Secondary:** Parent or guardian must give permission for the student to pick up the remaining medication from the nurse's office prior to the last day of school. All medications left at the end of the school year will be destroyed.

## **Daily Medication Administration Rules for Nurses and Designated Staff Administering Medication:**

All students must have a written physician's prescription and signed parental consent in order to take medication at school. To properly administer medications, the school nurse, nurse assistant, LVN, and staff delegated by a principal must follow these steps.

- Verify the Medication Authorization Form is in place signed by physician and parent/guardian. The Medication on the Medication Authorization Form matches the prescription label and prescription information on the Action Plan if needed for the health condition.
- Check the label on the medication bottle to assure the correct medication is given to the correct student.
- Use the 5 R's listed below under Safety Feature each time a medication is given to a student. Check the prescription to assure the proper dosage is given in the prescribed way. (The dosage on the prescription container must match the dosage signed and dated on the Medication Authorization Form and Action Plans by the physician and parent/guardian.)
- Check expiration date each time a medication is given. Review the monthly inventory for medication expiring prior to the end of school. The monthly inventory medication form shall be completed by the Registered Nurse each month. If a medication is expired, notify the campus nurse, parent or guardian. Do not give an expired medication.
- Document the medication given on the Medication Log Form with the time the medication was given and your initials. Sign each medication log form in the signature spot below where the medication is documented.
- Store medication in a locked cabinet or drawer except Emergency EpiPens. Only designated personnel should have access to the medication.
- If in doubt or questions about a medication, call your campus nurse, parent/guardian, or physician's office if clarification is needed on any medication. Do not give a medication if you do not feel comfortable and confident about the administration of the medication.

## **Safety Precaution:**

Know The Five “R’s” of Administering Medication.

The Five “R’s” point to the factors you should practice when administering medication to a student.

- **Right Student Name** (The name of the student matches the prescription label and signed Medication Authorization Administration Form.)
- **Right Drug** (The name of the medication matches the prescription label and signed Medication Authorization Administration Form.)
- **Right Dose** (The dosage to be administered matches the dose on the prescription label and signed Medication Authorization Form.)
- **Right Time** (The time given matches the time on the signed Medication Authorization Administration Form.)
- **Right Route** (The route of medication matches the information provided on the signed Medication Authorization Administration Form.)

The medication expiration date has been checked and is not expired.

## **Medication Errors:**

- **Assess and seek emergency treatment for student if needed.**
- Medication Incident Form needs to be written and given to campus administration and Central Office Health Services Department.
- Campus Registered Nurse must be notified along with the parent/guardian of student.
- If 911 is called make sure you have notified your campus administrator. Campus administrator should notify Central Office Administration.

## Field Trip Medications:

- Medications shall be requested from the Registered Nurse assigned to that campus by the Field Trip Coordinator at least 48 hours in advance of the designated Field Trip date. The Registered Nurse for that campus will organize, delegate, and distribute the medications through the assigned Nurse Assistants or Delegated Staff to administer medication for that campus.
- Medication will be in its original labeled container.
- If the campus nurse or clinic personnel are not attending the field trip, the campus principal will assign staff to administer medication.
- The assigned staff will be trained by the Campus RN prior to the field trip.
- The assigned staff will carry the Medication Rules on Medication Administration with the 5 “R’s” for good practice in administering medication on the field trip to be reviewed prior to medication administration.
- The assigned staff will document the 5 “R’s” on the Field Trip Medication Authorization Form provided by the campus nurse.
- The assigned staff will pick up the medication the morning of the trip and deliver medication to the nurse at the end of the day. **No medication will be kept overnight unless the trip is an overnight trip.**