

## **Administration of Medication at School**

### **Policy and Procedure**

**Purpose:** To ensure the safe, accurate administration of medication to students during school hours in compliance with the California Education Code, legal mandates and safe practice (California Education Code, Sec. 49423; American Disabilities Act. Sec. 504).

**Policy:** All medications, including prescription and over the counter medication administered to students by school personnel or by students themselves shall require a signed "Authorization to Administer Medication" form.

This form must be signed by the legal parent/guardian and treating physician and shall include:  
1) Student's name, medication name, medication dosage, medication frequency for administration and duration of treatment. 2) Consent authorizing designated school personnel to contact physician should questions arise.

#### **Procedure:**

1. All medication containers shall be clearly labeled with student's name, medication name, dosage, frequency and if applicable, expiration date of order.
2. Medication shall be administered by the school nurse or assigned trained school personnel unless a student has been authorized to self-administer medication as directed by the parent and physician in writing on the Authorization to Administer Medication form provided by the school.
3. All prescription medication will be stored at the direction of parent and physician as described in writing on authorization form.
4. All medication that is administered shall be recorded either on a master log or in the student's health record. The student's name, medication name, dosage and time administered shall be recorded and signed by the person administering the medication.
5. A file shall be maintained to keep Authorization to Administer Medication forms in students' health records.
6. Any adverse reaction to medication administered at school shall be managed according to the school district's procedure to response to student illness/injury.
7. All medications and corresponding Authorizations to Administer Medication shall be renewed annually.
8. All medication shall be returned or disposed of at the close of the school year.
9. All concerned staff shall be notified of the special needs of the individual students and staff shall be trained as deemed necessary by the condition or medication on cautions, signs and symptoms and proper administration techniques where applicable.

#### **Responsibility of School Administration:**

1. To establish and carry out policy and procedures for the safe, accurate administration of medication according to the California Education Code and other legal mandates.
2. To inform parents and school staff of the policy and procedures for administration of medication at school.
3. To provide for the training of assigned school personnel in the appropriate administration of medication.
4. To provide for the appropriate maintenance of student medication records.
5. To provide for the safe storage of student medication at school as dictated by parent and physician in writing and in compliance with school policy.

**Responsibility of Assigned School Personnel:**

1. To administer medication to a student only if an Authorization to Administer Medication is on file.
2. To check the medication to be administered against the information on the Authorization to Administer Medication for accuracy.
3. To double-check the student name, medication and dosage and ask the student to self-identify prior to giving the medication.
4. To administer medication to the student only if he/she feels it is safe to do so.
5. To accurately document all medication administered.
6. To maintain student medication records in a confidential manner.
7. To notify the parent/guardian in the event of an adverse reaction to the medication and follow school district policy/procedure if emergency or urgent health care is needed.

**Responsibility of School Nurse:**

1. To monitor school district medication administration practice for compliance with established policy and procedure.
2. To train assigned school staff in the appropriate administration of medication and the school district policy and procedure.
3. To administer medication and document the administration according to school district procedure and in compliance with legal mandates.
4. To maintain student medication records in a confidential manner.

**Responsibility of Physician:**

1. To communicate to the parent and child a clear understanding of the child's medical condition, treatment plan and medication needs.
2. To convey to the school in writing, what the specific medication needs are for the child.

**Responsibility of Parent/Guardian:**

1. The parent shall educate the student and school staff with as much information as is appropriate to enable the student to comprehend and carry out his/her own care with the school's assistance when necessary.
2. To obtain the required signatures on authorization forms.
3. To return completed authorization forms to the school in a timely fashion, along with any required medication.
4. To update in writing any changes made in the treatment plan.
5. To renew all forms annually.

**Responsibility of Student:**

1. To learn as much as possible about his/her medical condition and its care so as to live life to its fullest potential.
2. To know how and when to self-administer medication or treatment, when deemed appropriate, or to seek the help of designated school personnel to administer medication or treatment.
3. To assume responsibility, as age appropriate, for notifying teachers/school personnel of self-perceived limitations in the course of the activities of the normal school day.
4. To maintain safe care of one's own medication when deemed appropriate.
5. To sign the Contract for Self-administering Medication at School.