



Administering Medications in School

Administrative Procedure: 532.1

Date Adopted: 6/8/2015

Dates Reviewed: 12/12/2016

Section: 500 STUDENTS

Date Revised:

Learners may require medication and/or medical treatments in school to allow for optimum educational experiences. The following administrative procedures shall guide the designated school personnel when dealing with learners needing medications.

I. Training

It is the Licensed School Nurse's (LSN) responsibility to review medications and train personnel administering medications. All personnel administering medications will annually review the school district's guidelines for administering medications with a LSN. The LSN will verify that personnel administering medication understand the school district's guidelines.

II. Storage

For security purposes, all medication will be stored at a central, locked location within the school building. Any alternate plan for storing medicine must have the approval of the LSN and building administration. Only authorized personnel will be allowed to remove medication from the central locked area. Controlled substances will be counted on a regular basis.

III. Administering Medications

A. Ask student's name and compare it to the medication label and order to make sure all three match.

B. Check the medication label, order and container to assure all three match. Review the Five Rights Method with each medication given.

1. Right patient – Is it the correct student?
2. Right drug – Does the drug name match the written order?
3. Right dose – Does the dose on the label match the order?
4. Right time – Does the time on the order and label match the time now?
5. Right route – Does the route of the medication on the label match the written order?

a) Oral Medications

- (1) Pour the tablet from the bottle into the lid of the container and then into the student's hand or a cup.
- (2) For liquid medications, place a measured medicine cup on a firm surface at eye level. Place the medication lid upside down to prevent contamination. Pour with the label facing up to avoid damage to the label. Wipe the bottle off before replacing the cap.
- (3) Provide a cup of water to student to aid in swallowing.
- (4) Watch to make sure the medication is swallowed and have the student open mouth if you are unsure.
- (5) Return the medication to the cabinet or refrigerator.

b) Topical Medications

- (1) Squeeze medication from tube directly on skin, or using a tongue blade, take the ointment out of its container.
- (2) Using gloves/tongue blades, spread medication evenly on specified site. Immediately discard tongue blade or gloves.
- (3) Return medication to cabinet or refrigerator.

c) Inhalers

- (1) Shake the inhaler.
- (2) Attach the spacer for inhaler if available.
- (3) Place the inhaler or spacer in student's mouth.
- (4) Have the student exhale and take a deep breath.
- (5) Squeeze inhaler as child is inhaling.
- (6) Student should then hold his/her breath for 10 seconds.
- (7) Wait one minute.
- (8) Repeat as directed in medication order.

d) Eye Drops

- (a) Position student with head tilted back and eyes looking up.
- (b) Drop the medication into the lower lid without touching anything.
- (c) Remove any excess medication with a clean tissue or cotton ball.

C. For medication that needs to be administered via other routes (eye drops, buccal, sublingual, etc.) please contact the LSN prior to administration.

D. Check the daily medication log to make sure no one else has given the medication.

E. Watch student take medication.

F. Never leave medication unattended.

G. Immediately record on daily medication log the time the medication was given.

H. The LSN should be contacted immediately if the student receiving the medication appears to be having an allergic reaction to the medication, the student is refusing to take the prescribed medication, or if a medication error has occurred.

IV. Emergency Medications

Because some learners may have medical needs which require emergency medication intervention at

school, the following guidelines shall govern their administration in school.

A. It is the parent/guardian responsibility to inform the LSN of potential life threatening medical conditions that may require treatment at school.

B. All emergency medications must have prior approval of the LSN before being administered in the school setting. Medications are to be brought to school and picked up by the parent/guardian.

C. When emergency medication is administered in school, 911 will be called and the learner will be transported to a medical facility where ongoing skilled medical assessments can be performed. Parent/guardian will be contacted as soon as possible.

D. In the event that an injectable medication is required for an emergency only pre-measured injectable doses may be given by the nurse or designated trained staff (i.e., Epipen or glucagon). Designated implies training by the school nurse.

E. Self-administration of emergency medication by students may be determined case-by-case in conjunction with the nurse, prescriber and family.

F. Parent/guardian will complete “Medication Request Form” at the time the medication is brought to school. Emergency medications are to be brought in by a responsible adult. If there is medication remaining at the end of the school year, arrangements must be made for it to be picked up by the parent/guardian.

G. All guidelines in the current Administrative Procedure 532.1: Administering Medications in School shall apply for emergency medications. All training of health personnel shall be consistent with current standard practices in the community.