

MEDICATION ADMINISTRATION PROCEDURES

Purpose: Flint Hills Christian School recognizes that students will, on occasion, need to take medication at school. Diagnosis and treatment of illness and the prescribing of medications is not the responsibility of the private school and are not to be practiced by any school personnel, including school nurses, unless authorized. In certain circumstances when medication is necessary in order for the student to remain in school, the school may cooperate with parents in the supervision of medication that the student will use.

The term "medication" as used in this policy means "over-the-counter medication" and "prescription medication."

Definitions:

- *Over-the-counter (non-prescription) medication:* is a medication that may be purchased without a prescription from a physician. Over-the-counter medication must be brought to school by a parent/guardian. The medication (including cough drops and ointments for itch/insect bites) must be unopened and in the original manufacturer container/package with all labels intact including the name of the medication, dosage, guidelines, and directions for administration. Over-the-counter medications will be dispensed and administered, *based on age*, as written on the label of the medication or as otherwise authorized in writing by the student's physician.
- *Prescription medication:* is a medication requiring a doctor's order to obtain and is contained in a prescription container with a label that states the name and address of the pharmacy, date of filling, name of patient, name of person who prescribes the medication, prescription number, name of medication, dose per unit, and directions for the administration of the medication. If these details are not listed on a pharmacy container, or a sample is provided by a doctor, or a prescription changes, a doctor's written instructions are required. These written instructions may be written, e-mailed, or faxed to the school by the physician. The school nurse retains the right to verify any change in medication dosage with the student's physician. The school allows a current prescription label (dated within the current school year, and not expired) as a substitute for the primary healthcare provider written authorization.

Personnel Authorized to Administer Medication(s): The school nurse, principal, or other designated school employee will administer/oversee and record any prescription or non-prescription medication given to a student.

Administration of Medication(s): If it becomes necessary to administer prescription or over-the-counter medication to a student at school, the school employee shall not be deemed to have assumed any legal responsibility other than acting as a duly authorized employee of the school district. Medication administration shall follow the following:

1. A parent/guardian must bring the medication to the school nurse, principal, or designated school employee. Students are not allowed to bring medication to school. Prescription or over-the-counter medication sent to or brought to school in improper containers, improperly labeled, or not labeled, or is expired will **NOT** be given even if the parent/guardian gives verbal or written authorization. The parent/guardian will be contacted either by verbal or written communication. The medication will be held until the end of the day and a parent/guardian will be required to come to the school to claim the medication. Medication will be destroyed if not claimed.
2. Before any medication will be given, a parent/guardian must sign the Medication Authorization form. A new authorization form will be needed every school year. The signed form will be kept in the student file and noted on FACTS (formally RenWeb).
3. Medication will only be given as authorized according to state law and school policy, regulations, guidelines, and procedures. (See Procedure for Administering Medication)
4. Medication will only be given by the school nurse, principal, designated employee(s), or a contracted nurse.
5. New prescription and over-the-counter medication(s) will need to be supplied to the school every school year. Medications will not be kept from school year to school year. Medication will be destroyed after the communicated date of pick-up has passed. Medications will **NOT** be sent home with students.
6. Siblings may share the same over-the-counter medication as long as the siblings are in the same school building and are able to follow the directions given on the bottle (unless a physician order states differently). Each sibling must have a Medication Authorization Form signed.
7. Students are **NOT** authorized to give medication to other students.
8. Personal medication of employees will **NOT** be given to students.
9. Medication from a foreign country will **NOT** be given.
10. Herbal/Homeopathic (including essential oils) medication will **NOT** be given.

11. The building administrator may choose to discontinue the administration of medication provided that the parents or medical person are notified in advance of the date and the reasons for the discontinuance.

Documentation of Medication: Any medication given to a student will be documented in FACTS (formally RenWeb).

Storage of Medication: All medication maintained in the school setting will be kept in a locked and secured container or cabinet in the designated medication area. Medications requiring refrigeration will be kept in a secured refrigerator that is inaccessible to students. Refrigerated medications will not be stored with food.

Disposal of Medication or Medical Devices: Medication that needs to be disposed of will be disposed according to current Federal Drug Administration (FDA) guidelines. Disposal of medication will be witnessed and documented. Each building will have a sharps disposal container for the disposal of needles and syringes. The container will be disposed of in a manner consistent with appropriate Occupational Safety and Health Administration (OSHA) Guidelines.

Medication Error: Medication errors may happen during the school day. Errors may include but are not limited to: omitting a medication, administering a medication to the wrong student, administering an incorrect dose of medication, administering a medication at the wrong time, or administering a medication by the wrong route. If a medication error occurs, the school personnel will notify the school nurse, notify the student's parent/guardian, and complete a student accident report form.

Special Circumstances: Flint Hills Christian School recognizes that special circumstances may arise regarding administration of medication.

1. When a student states he/she has forgotten to take his/her prescription medication before coming to school and the school has the medication and a signed authorization on file, the school nurse, principal, or designated school employee(s) may give the needed medication **ONLY** after parental/guardian authorization is received either verbally or through written communication.
2. Medication needed on field trips will be given to the designated teacher/aide. Education will be given and documented regarding medication administration. Designated teacher/aide will be required to keep the medication with him/her at all times, record the medication given on the Medication Authorization form, and must be re-checked back in with the school nurse, principal, or designated employee(s).

Training: The School Nurse will train designated employees yearly regarding the medication policy and guidelines. Training will include but not be limited to administration of medication, documentation of medication, use of emergency medication, finger stick blood sugar testing, basic first aid, confidentiality, and medical health plans.

School Responsibility: Flint Hills Christian School assumes no responsibility for the control of medications not registered or stored with the school. Medication brought to school not meeting stated guidelines will not be administered. The school nurse, principal, or other designated school employee(s) may not be held liable to the student or his/her parent or guardian for civil damages, for any personal injuries to the student that result from acts or omissions of the school nurse, principal, or designated school employee(s) in the administering of any medication or use of any medical device.

References:

- National Association of School Nurses: *Medication Administration in the Schools (2017)*
- Kansas School Nurses Organization: *Guidelines for Medication Administration in Kansas Schools (2017)*

Adopted: 08/17/2020