

Medication Procedure

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1. Make sure you have:
 - a. For prescription medication:**
 - Written permission from both the parent and the medical provider
 - Medication in a current pharmacy-labeled bottle
 - Written procedure for accepting verbal phone or faxed orders that include appropriate verification, verbal restatement and follow-up documentation and parent/caregiver notification.
 - b. For non-prescription medication:**
 - Permission: written, phone or e-documentation (in student health record) from the parent
 - Medication is in original store-labeled bottle or container
2. A student's first dose of any medication they have not taken before should occur at home. Successive doses given at school for the first time need to be reviewed by the school nurse before administration of the medication.
3. If designated UAP has questions, and the school nurse cannot be reached, contact the medical home or a licensed medical provider with an established patient relationship with the student.
4. Prepare a medication log sheet for the medication log book and staple written permissions slips from parent and doctor to the medication sheet for the student.
5. Check student health record for allergies to medicines.
6. Observe good hand washing practices prior to administering medications.
7. Check to see if you have observed the eight rights for medication administration (Bonsall, 2011). Do you have the:
 - right medication
 - right child
 - right time
 - right route (mouth, ears, eyes, skin)
 - right dose
 - right reason
 - right response
 - right documentation
8. Identify the student and give medication.
9. Record that you have given the medication on the medication sheet in the medication book.
10. Medication box should be locked when not in use or you leave the area.
11. If for any reason a child does not receive their medication or does not receive it at the appropriate time School Nurse will take appropriate action.

Medications cannot be given without the proper permissions. Notify the parent if you cannot for some reason get permission from the medical provider and therefore cannot give the medicine. If medication comes in without appropriate permission slip you must complete the following: For prescription medicine

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For prescription medication

- Call the provider to obtain information and verify order with a FAX to follow up. Gather information about; name of medication, dose, time/frequency to administer.
- Call the parent to obtain verbal permission to administer one dose with written permission to follow.
- In the medication log book on the back of the medication sheet for this particular medication or use a separate sheet of paper. Date and initial any of the above information collected. Staple this information to the medication sheet if necessary. When written permission slips come in, staple them to the back of the medication sheet as well.

For non-prescription medicine

- Only parental permission is needed. Call the parent and get permission to administer today's dose only. No further medication can be given if written permission from the parent is not obtained on the following day.
- Document your conversation with the parent; name of the student, the name of the parent you called, the name of the medication, the dose, the time and frequency as well as instructions regarding needed permission slip discussed and parent verbalized understanding.
- With permission in place the medication may be administered and recorded with the date and time given and your initials on the front of the medication sheet.

Medicine that cannot be identified cannot be administered at school.

- If medication comes to the health office unlabeled, call the parent and explain that medication which is not identified by its properly labeled packaging cannot be given at school.

non-prescription medication will only be administered according to manufacturer's label or prescription medication order and permission form will be necessary

If electronic health records (EHR) are used, document according to computer program, filing copies of all orders and permission forms, in student paper health record or scanning into EHR.