

MEDICATION ADMINISTRATION REVIEW

INTRODUCTION

The law in Oregon which relates to administering medication to students by school personnel was amended in 2005 to require annual training of designated school personnel who will be administering prescription and/or non-prescription medications to students. *This review is intended for use only by school personnel who have completed the initial Medication Administration Training.*

MANDATES FOR ADMINISTRATION AT SCHOOL

Prescription medication includes any non-injectable drugs which are taken either internally or externally by a student under the instructions of a physician. Prescription medications *must be prepared and labeled by a pharmacist at the direction of a physician.*

Non-prescription medication includes commercially prepared, non-alcohol based medication that is necessary for the student to remain in school.

Prescription and non-prescription medication *must be brought to school and remain in the original container or packaging.*

A written, signed permission from the parent must be in place for any prescription or non-prescription medication with the following information: name of student, name of medication, route, dosage, frequency of administration, special instructions as applicable. See attached form used in your school district.

It is the parent's responsibility to inform the school in writing if any changes are made in medication instructions. Do not act on verbal requests to change medication amount or frequency.

Your district policy requires that medication must be brought to school and returned home by the parent.

OR

Your district policy recommends that medication must be brought to school and returned home by the parent.

Most district policies will direct parents to pick up remaining medication following the course of treatment or at the end of the school year. Disposal of ALL medication should be done in the presence of another school staff and documented.

ADMINISTRERING MEDICATION

Always follow the "**FIVE RIGHTS**" before administering any medication to students.

1. **RIGHT STUDENT**
Ask student to state his/her name.
2. **RIGHT MEDICATION**
Compare the prescription label or non-prescription container with medication record.
3. **RIGHT DOSE**
Give exact dose specified by parent and/or prescription label. If parent's request conflicts with label instructions, do not administer medication.
4. **RIGHT TIME**
Administer medication within 30 minutes before or after scheduled time.
5. **RIGHT ROUTE**
Check parent/physician instructions as well as the medication label and medication record.

HANDLING MEDICATION

Always **wash hands** before giving medication.

Avoid touching medication as you administer it. If you must touch medication, wear disposable gloves.

SAFE STORAGE OF MEDICATION

Store all medication in its original container – this is true also for field trips.

Medication should be stored in a clean, locked cabinet in a secure area.

Medication which is categorized as a sedative, stimulant, anti-convulsant, narcotic, analgesic, or psychotropic will be counted by designated school staff in the presence of another staff member when received at school.

Medication which requires refrigeration should be stored in a separate refrigerator or in a locked box kept in a refrigerator. The temperature should be maintained between 36 – 46 degrees Fahrenheit.

DOCUMENTATION

A **Medication Record** must be kept for each student receiving medication. Each staff member administering medication must complete the section showing his/her initials and full name.

Document in blue or black ink. Never use “white out” if a mistake is made in entry – cross through and mark “ME” (mistaken entry) and initial.

Document *each time* medication is administered to a student, including field trips.

MEDICATION ERRORS

Report medication errors immediately to building administrator and parent. Document medication errors.

Refer to the “Five Rights” to identify medication errors:

1. Medication administered to wrong student
2. Wrong medication administered
3. Incorrect dose administered
4. Medication administered at the wrong time (30 minutes before or after the scheduled time is acceptable)
5. Medication is administered by the wrong route

FIELD TRIPS/OFF-CAMPUS ACTIVITIES

School medication administration rules and practices must also be followed on field trips and off campus activities.

A staff person trained in medication administration must accompany any group leaving the building when medication is required by any students participating in off-campus activities.

The trained person must carry medication in its original container. Secure containers and/or fanny packs may be used to carry medication on field trips.

The trained staff member must sign the medication out on the student’s Medication Record.

When returning from the off-campus activity, the trained staff person must sign the medication in and document that medication was given on the Medication Record.

Policy book in staff room

Santiam Canyon SD 129J

Code: JHCD
Adopted: 10/21/85
Revised: 07/19/10

Administering Noninjectable Medicines to Students/***

The district recognizes that administering of medication to students and self-medication may be necessary when the failure to take such medication would jeopardize the health of the student or the student would not be able to attend school if medication was not made available during school hours. Consequently, students may be permitted to take noninjectable prescription or nonprescription medication at school, on a temporary or regular basis.

When directed by a physician or other licensed health care professional, students grades K-12 will be allowed to self administer medication. A medical protocol regarding each student who self administers medication will be developed, signed by a physician or other licensed health care professional and parent and kept on file. Permission for self administered medication may be revoked at any time if the student violates policy or medical protocol.

All requests for the district to administer medication to a student shall be made by the parent in writing. Requests shall include the written instructions of the physician for the administration of a prescription medication to a student or the written instructions of the parent for the administration of a nonprescription medication to a student. A prescription label will be deemed sufficient to meet the requirements for written physician instructions.

The district shall designate staff authorized to administer medication to students. Training shall be provided as required by law.

The district reserves the right to reject a request to administer prescription or nonprescription medication when such medication is not necessary for the student to remain in school.

This policy and administrative regulation shall not prohibit, in any way, the administration of recognized first aid to students by district employees in accordance with established state law, Board policy and procedures.

The superintendent shall develop administrative regulations as needed to meet the requirements of law, Oregon Administrative Rules and for the implementation of this policy. Regulations will include provisions for student self-medication.

END OF POLICY

Legal Reference(s):

ORS 109.640
ORS 339.867
ORS 339.869

ORS 339.870
ORS 433.800 - 433.830
ORS 475.005 - 475.285

OAR 581-021-0037
OAR 581-022-0705
OAR 166-414-0010(22)-(24)

R5/27/010 | PH

Administering Injectable Medicines to Students *

In order to ensure the health and well-being of district students who require regular injections of medication, who may experience allergic reactions, or suffer from hypoglycemia, asthma or diabetes, epinephrine, glucagon or other medication as prescribed by a physician and allowed under Oregon Law (OAR 851-047-0030) may be administered by means of injection to students by trained staff in situations when a licensed health care professional is not immediately available.

When directed by a physician or other licensed health care professional students in grades K-12 will be allowed to self administer medication. A medical protocol regarding each student who self administers injectable medication will be developed, signed by a physician or other licensed health care professional and parent and kept on file. Permission for self administered medication may be revoked if the student violates policy or medical protocol.

All requests for the district to administer injectable medication to a student shall be made by the parent in writing. Requests shall be accompanied by the physician's order for administering epinephrine, glucagon, or other medication as allowed by law. A prescription label will be deemed sufficient to meet the requirements for a physician's order for epinephrine, glucagon or other medication.

The district may designate staff authorized to administer epinephrine and glucagon or other medication as allowed under Oregon law. Training shall be provided as required by law in accordance with approved protocols as established by Oregon Department of Human Services, Health Services. Staff designated to receive training shall also receive bloodborne pathogens training. A current first-aid and CPR card will also be required.

Injectable medication will be handled, stored, monitored, disposed of and records maintained in accordance with established district regulations governing administering noninjectable medicines to students including procedures for the disposal of sharps and glass.

The superintendent will ensure student health management plans are developed as required by training protocols, maintained on file and pertinent health information is provided to district staff as appropriate.

Such plans will include provisions for responding to emergency situations including those occurring during curricular and extracurricular activities held after regular school hours and on or off district property.

END OF POLICY

Legal Reference(s):

ORS 109.640
ORS 339.866
ORS 339.870

ORS 339.871
ORS 433.800 to-433.830

OAR 851-047-0030
OAR 851-047-0040

Administering Noninjectable Medicines to Students/***

Students may, subject to the provisions of this regulation, have noninjectable prescription or nonprescription medication administered by designated, trained staff. Self-medication by students will also be permitted in accordance with this regulation.

1. Definitions

- a. "Prescription medication" means any noninjectable drug, chemical compound, suspension or preparation in suitable form for use as a curative or remedial substance taken either internally or externally by a student under the written direction of a physician. Prescription medication does not include dietary food supplements.
- b. "Nonprescription medication" means only commercially prepared, nonalcohol-based medication to be taken at school that is necessary for the student to remain in school. This shall be limited to eye, nose and cough drops, cough suppressants, analgesics, decongestants, antihistamines, topical antibiotics, anti-inflammatories and antacids that do not require written or oral instructions from a physician. Nonprescription medication does not include dietary food supplements.
- c. "Physician" means a doctor of medicine or osteopathy, a physician assistant licensed to practice by the Board of Medical Examiners for the state of Oregon, a nurse practitioner with prescriptive authority licensed by the Oregon State Board of Nursing, a dentist licensed by the Board of Dentistry for the state of Oregon, an optometrist licensed by the Board of Optometry for the state of Oregon or a naturopathic physician licensed by the Board of Naturopathy for the state of Oregon.
- d. "Student self-medication" means a student must be able to administer medication to himself/herself without requiring a trained staff member to assist in the administration of the medication.
- e. "Age-appropriate guidelines" means the student must be able to demonstrate the ability, developmentally and behaviorally, to self-medicate with permission from parent (guardian), administrator, and in the case of a prescription medication, a physician.
- f. "Training" means yearly instruction, by a qualified trainer, to be provided to designated staff on the administration of prescription and nonprescription medication, based on requirements set out in guidelines approved by the Oregon Department of Education (ODE), including discussion of applicable district policies, procedures and materials.
- g. "Qualified trainer" means a person who is familiar with the delivery of health services in a school setting and who is a registered nurse licensed by the Oregon State Board of Nursing, a physician, or a pharmacist licensed by the State Board of Pharmacy for the state of Oregon.

2. Designated Staff/Training

- a. The principal will designate trained staff authorized to administer medication to students within individual school buildings and while participating at school-sponsored activities on or

- off district property. The principal will ensure building and activity practices and procedures are consistent with the requirements of law, rules and this regulation.
- b. The principal will ensure the training required by law and Oregon Administrative Rules is provided. Training must be conducted by a qualified trainer.
 - c. Training will provide an overview of applicable provisions of Oregon law, administrative rules, district policy and administrative regulations and include, but not be limited to, the following: safe storage, handling, monitoring medication supplies, disposing of medications, record keeping and reporting of medication administration and errors in administration, emergency medical response for life-threatening side effects and allergic reactions and student confidentiality. Materials as recommended and/or approved by the ODE will be used.
 - d. Training will be provided yearly to designated staff authorized to administer medication to students.
 - e. A copy of the district's policy and administrative regulation will be provided to all staff authorized to administer medication to students and others, as appropriate.
 - f. A statement that the designated staff member has received the required training will be signed by the staff member and filed in the district office.

3. Administering Medications to Students

Requests for designated staff to administer medication to students may be approved by the district as follows:

- a. A written request for the district to administer prescription medication must be submitted to the school office to include:
 - (1) The written signed permission of the parent;
 - (2) The written instruction from the physician for the administration of the prescription medication to the student including:
 - (a) Name of the student;
 - (b) Name of the medication;
 - (c) Route;
 - (d) Dosage;
 - (e) Frequency of administration; and
 - (f) Other special instruction, if any.

The prescription label will be considered to meet this requirement if it contains the information listed in (a)-(f) above.

- b. A written request for the district to administer nonprescription medication must be submitted to the school office to include:
 - (1) The written signed permission of the parent;
 - (2) The written instruction from the parent for the administration of the nonprescription medication to the student including:

- (a) Name of the student;
 - (b) Name of the medication;
 - (c) Route;
 - (d) Dosage;
 - (e) Frequency of administration;
 - (f) Other special instruction, if any.
- c. Medication is to be submitted in its original container;
 - d. Medication is to be brought to and returned from the school by the parent;
 - e. It is the parent's responsibility to ensure that an adequate amount of medication is on hand at the school for the duration of the student's need to take medication;
 - f. It is the parent's responsibility to ensure that the school is informed in writing of any changes in medication instructions;
 - g. In the event a student refuses medication, the parent will be notified immediately. No attempt will be made to administer medication to a student who refuses district-administered medication;
 - h. Any error in administration of medication will be reported to the parent immediately and documentation made on the district's Accident/Incident Report form. Errors include, but are not limited to, administering medication to the wrong student, administering the wrong medication, dose, time, route, etc.;
 - i. Medication shall not be administered or self-medication allowed until the necessary permission form and written instructions have been submitted as required by the district.

4. Self-medication

- a. Self-medication of prescription and nonprescription medication for K-12 students will be allowed subject to the following:
 - (1) A parent (guardian) permission form must be submitted for self-medication of all prescription and nonprescription medications. In the case of prescription medications, permission from the physician or other licensed health care professional is also required. Such permission may be indicated on the prescription label. A written treatment plan from a licensed health care professional for the managing of student's asthma and/or severe allergy will be required for use of medication by the student during school hours. Principal permission is required for all self-medication requests;
 - (2) Students who are developmentally and/or behaviorally unable to self-medicate will be provided assistance by designated school staff. A permission form and written instructions will be required as provided in Section 3. a. and b. above;

- (3) All prescription and nonprescription medication must be kept in its appropriately labeled, original container, as follows:
 - (a) Prescription labels must specify the name of the student, name of the medication, dosage, route and frequency or time of administration and any other special instruction including student permission to self-medicate;
 - (b) Nonprescription medication must have the student's name affixed to the original container.
 - (4) The student may have in his/her possession only the amount of medication needed for that school day, except for manufacture's packaging that contains multiple dosage, the student may carry one package, such as but not limited to bronchodilators/inhalers;
 - (5) Sharing and/or borrowing of medication with another student is strictly prohibited;
 - (6) Any medication required for use longer than [10] school days will be permitted only upon the written request of the parent.
- b. For students who have been prescribed bronchodilators or epinephrine, staff will request from the parent or guardian, that the parent or guardian provide back up medication for emergency use by that student. Backup medication, if provided by the parent or guardian, will be kept at the student's school in a location to which the student has immediate access in the event the student has an asthma and/or severe allergy emergency.
 - c. Permission to self-medicate may be revoked if the student violates the Board's policy governing Administering Noninjectable Medicines to Students and/or these regulations. Additionally, students may be subject to discipline, up to and including expulsion, as appropriate.

5. Handling, Storage, Monitoring Medication Supplies

- a. Medication administered by designated staff and self administered medication must be delivered by the parent to the school, in its original container, accompanied by the permission form and written instructions, as required above.
- b. Medication in capsule or tablet form and categorized as a sedative, stimulant, anticonvulsant, narcotic analgesic or psychotropic medication will be counted by designated staff in the presence of another district employee upon receipt, documented in the student's medication log and routinely monitored during storage and administration. Discrepancies will be reported to the principal immediately and documented in the student's medication log. For such medication not in capsule or tablet form, standard measuring and monitoring procedures will apply.
- c. Designated staff will follow the written instructions of the physician and parent and training guidelines as may be recommended by ODE for administering all forms of noninjectable medications.
- d. Medication will be secured as follows:
 - (1) Nonrefrigerated medications will be stored in a locked cabinet, drawer or box used solely for the storage of medication;
 - (2) Medications requiring refrigeration will be stored in a separate refrigerator used solely for the storage of medication;

- (3) Access to medication storage keys will be limited to the principal and designated school staff.
- e. Designated staff will be responsible for monitoring all medication supplies and for ensuring medication is secure at all times, not left unattended after administering and that the medication container is properly sealed and returned to storage.
- f. In the event medication is running low or an inadequate dosage is on hand to administer the medication, the designated staff will notify the parent immediately.

6. Emergency Response

- a. Designated staff will notify 911 or other appropriate emergency medical response systems and administer first aid, as necessary, in the event of life-threatening side effects that result from district-administered medication or from student self-medication. The parent and principal will be notified immediately.
- b. Minor adverse reactions that result from district-administered medication or from student self-medication will be reported to the parent immediately.

7. Disposal of Medications

- a. Medication not picked up by the parent at the end of the school year or within five school days of the end of the medication period, whichever is earlier, will be disposed of by designated staff in a nonrecoverable fashion as follows:
 - (1) Medication in capsule, tablet and liquid form will be removed from their original container (destroy any personal information). Crush solid medications, mix or dissolve in water (this applies to liquid as well) and mix with an undesirable substance such as coffee grounds, kitty litter, flour etc., and place it in impermeable non-descriptive containers such as empty cans or sealable bags, placing these containers in the trash. Flush prescriptions down the toilet **only** if the accompanying patient information specifically instructs it is safe to do so (ONDCP Federal Government Guidelines February 20, 2007;
 - (2) Other medication will be disposed of in accordance with established training procedures including sharps and glass.
- b. All medication will be disposed of by designated staff in the presence of another school employee and documented as described in 8. a., below.

8. Documentation and Record Keeping

- a. A medication log will be maintained for each student administered medication by the district. The medication log will include, but not be limited to:
 - (1) The name, dose and route of medication administered, date, time of administration and name of the person administering the medication;
 - (2) Student refusals of medication;

- (3) Errors in administration of medication¹;
 - (4) Emergency and minor adverse reaction incidents¹;
 - (5) Discrepancies in medication supply;
 - (6) Disposal of medication including date, quantity, manner in which the medication was destroyed and the signature of the staff involved.
- b. All records relating to administration of medicines, including permission slips and written instructions, will be maintained in a separate medical file apart from the student's education records file unless otherwise related to the student's educational placement and/or individualized education program. Records will be retained in accordance with applicable provisions of OAR 166-414-0010 (22), (23) and (24).
 - c. Student medical files will be kept confidential. Access shall be limited to those designated school staff authorized to administer medication to students, the student and his/her parents. Information may be shared with staff with a legitimate educational interest in the student or others as may be authorized by the parent in writing.

A school administrator, teacher or other district employee designated by the school administrator is not liable in a criminal action or for civil damages as a result of the administration of prescription and/or nonprescription medication as per ORS 339.870.

R5/27/10 | PH

¹Designated school staff may note incident by symbol in medication log and attach detailed documentation as necessary.

Name: _____

Date: _____

MEDICATION REVIEW POST-TEST

- T F Written, signed permission from parent is required for BOTH prescription and non-prescription medication which shows name of student, name of medication, route, dosage and frequency of administration
- T F Prescription and/or non-prescription medications do not need to be brought to school in the original labeled containers or packaging
- T F Medication in your district MUST be brought to school by a parent

Name the Five Rights of administering medications:

- 1.
- 2.
- 3.
- 4.
- 5.

- T F Medication should always be stored in a locked/secure area, including field trips/off-campus trips.

How should medication be secured when refrigeration is required?

List the medication errors that should be reported:

- 1.
- 2.
- 3.
- 4.
- 5.

- T F A parent can verbally ask staff to give their student an extra dose of medication at school since they missed their dose at home that morning.
- T F When medication is required by a student participating in a field trip or off-campus activity, staff administering medications do not have to be trained in Medication Administration
- T F On a field trip, medication may be removed from its original container to facilitate transportation.