

5.3.2.0.0 Medication Administration in USD #500 (Kansas City, Kansas) Schools

.5.0 Procedures for Medication/Nursing Procedures administered during School

.5.1 Proper Authorization

Proper authorization shall accompany all medication to be administered, including “over counter drugs” such as aspirin, Tylenol and cough medicine. (Use Form No. 1 for long term medication/nursing procedures.) For purposes of this policy, long-term medication/nursing procedures shall mean in excess of ten (10) school days.

.5.2 Long Term Medication

For long-term medication/nursing procedures, the physician request from (Form No. 1) Must be dated and shall identify the medication, dosage, reason for the medication, time of day to be administered and anticipated number of days to be provided. (Use form No. 1)

.5.3 Written Request from Parent/Guardian

Written Request from Parent/guardian shall accompany all medication to be administered. (Use Form No. 1)

.5.4 Original Container

All medication must be in original container (prescription bottle or over the counter container).

.5.5 Individual Record Maintained

An individual record shall be kept of each medication administered by school personnel. The record shall include student identification, initial nursing assessment, and physician prescribing medication and phone number, date prescribed, name of medication, time to be given and anticipated number of days to be given, possible side effects, signature of person administering, identification of person if medication administration is delegated, a log of medication given and a section for comments. (Use Form No. 2)

.5.6 Medication Maintained by School Personnel

All medication maintained by school personnel in the school setting shall be kept in a locked container or a place which is inaccessible to students and unauthorized persons. This includes medication requiring refrigeration. A small locked container can be maintained in the refrigerator rather than locking the appliance itself.

Revise 10/06/10

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.5.7 Inventory of Medication

Medication shall be inventoried at least every semester by the nurse. Out of date medication, if unclaimed by the parent after reasonable notice, shall be destroyed. Needles and syringes shall be disposed of properly.

.5.8 Over the Counter Medications

Over the counter medications for administration to students shall not be maintained on any school premises, including athletic areas, unless a prescription is provided along written parental permission to administer.

.5.9 Limitations on Student Administered Medication

All medications brought to school for self administration, including common over the counter medication for minor discomforts (Tylenol, Midol, Advil, etc.), may be carried by high school students only and must be registered with the school nurse. The parent or physician may request the nurse to supervise. The parent or physician may request the nurse to supervise administration of medications. Elementary and Middle school students will not be permitted to self administer medication at school at school except by a written order from a physician. (Use Form No. 1)

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