

Administration of Medication (4.0)

Requirements (4.1)

Ideally, all medication should be given at home. However, some students are able to attend school because of the effectiveness of medication in the treatment of chronic illnesses or disabilities. If a student requires prescribed and/or over-the-counter medication during the regular school hours, the following must be in place:

1. The direct order/consent of a licensed physician (Appendix 1: **Authorization for Medication Administration in School**), signed and properly filed with the school. (The current prescription label on the container may serve as a physician's order and physician's orders may be faxed or mailed to the school.)
2. Written consent of the parent for school personnel to administer the medication (Appendix 1: **Authorization for Medication Administration in School**)
3. Appendix 6: **Asthma Action Plan**, if applicable
4. Appendix 7: **Food Allergy Action Plan**, if applicable
5. Appendix 8: **Seizure Action Plan**, if applicable
6. **Diabetes Action Plan**, if applicable
7. The medication in the original container
8. Proper training of personnel on medication administration

All medication sent to the school -- except for life-saving medications, which should be kept in a safe, unlocked place -- must be secured in a locked cabinet under the supervision of administration. Students may not carry medication on their person, with the exception of metered-dose inhalers and other life-saving medications that have been properly registered with the school (see 4.3, **Self-Administered Medications**). A trained staff member must be assigned to administer medication. Proper documentation must be kept on every dose given.

Only medical doctors, physician assistants and nurse practitioners working under a collaborative practice agreement with a medical doctor have prescriptive rights. A parent/guardian cannot prescribe a medication for the school staff to administer to their child, even non-prescription; nor may the parent authorize changes in the medication administration. Non-medical personnel cannot administer medication without proper training by a registered nurse.

*A record must be maintained on all medications given. Documentation must include the name of the medication, the student's name, date, time dosage, and the initials/name of the person administering it. (Appendix 3: sample **Medication Administration Daily Log** forms)*

Medication Administration Error (4.11)

A medication administration error is defined to include any of the following: wrong patient/child, wrong medication/ wrong dose, wrong route, wrong time. With any medication administration error, the parent and the physician must be notified. If an error occurs, an incident report (Appendix 3: **Incident Report, Archdiocese of St. Louis**) must be completed, explaining comprehensively what happened; documenting all phone calls (time, persons called, and response of persons called); and actions taken by school personnel. The student's condition and effects of the medication error should be noted.

Administration of Prescription and Non-Prescription (Over-the-Counter) Medication (4.2)

In conjunction with the appropriate signed consents, the following points should be noted in regard to the administration of **any** type of medication in the school setting:

1. School personnel will not administer the first dose of any medication.
2. An emergency authorization form must be on file at the school listing the name of the student's physician and phone numbers.
3. Physician orders should detail:
 - a. the name of the student
 - b. the name of the medication
 - c. dosage
 - d. time interval the medication is to be given (if, "as needed," a plan must be provided.)
 - e. diagnosis or reason for medication
4. Prescription medication must be brought to school in a container appropriately labeled by the pharmacy. An adult should bring this medication to school. In the event that this is not possible a note from the parent/guardian should be sent to school that includes the amount of medication sent. Non-prescription medication must be in the original container. Ideally, the parent will have two containers, one for home and one for school.
5. A member of the staff must be designated to administer medication, ideally a health professional. The staff member must be trained on medication administration. They must contact a registered nurse if they have any questions regarding administration of a student's medication. Classes for non-medical personnel administering medication in the Catholic schools in the Archdiocese of St. Louis are offered through the Student Health Initiative Program and SSM Health Cardinal Glennon Children's Hospital.
6. A locked cabinet must be provided for the storage of medication. Life-saving medicine such as an Epi-pen, Glucagon, Diastat or some inhalers should not be locked up.
7. A record must be maintained of all medications given. Documentation must include the name of the medication, the student's name, date, time, dosage, and the initials/name of the person administering it. (See sample forms, Appendix 2: **Medication Administration Daily Log.**)
8. Changes in the dose or timing of medication must originate from the physician. This note may be faxed or mailed to the school.
9. The school may request permission from the parent to contact the physician to clarify a medication order.
10. A new prescription is needed for each school year. Parents should pick up any unused medication at the end of the school year. If the medication is not picked up by the parent, medication should be disposed of properly. If any questions, call the School Partnership Office at 314.268.2752.
11. Schools may choose to use the medications listed on the **Medication Formulary**, Appendix 4.

Self-Administered Medications (4.3)

The following points should be noted in regard to the use of self-administered medication in the school setting:

1. If a student must carry medication with him/her, the following forms must be completely filled out and on file with the school:
 - a. Appendix 5: ***Parental Consent for Student to Carry and Self Administer Medication Parent / Student Contract***
 - b. Appendix 1: ***Authorization for Medication Administration in School***
 - c. Appendix 6: ***Asthma Action Plan***
 - d. Appendix 7: ***Food Allergy Action Plan***
 - e. Appendix 8: ***Seizure Action Plan***

The forms listed above are to be resubmitted at the beginning of each academic year.

2. Written orders from the physician should include:
 - a. Name of the student
 - b. Name of the medication
 - c. Dosage
 - d. Time interval the medication is to be given (If the medication is to be given as needed, a plan of when to give it is required.)
 - e. Duration of treatment
 - f. Diagnosis or reason for medication
 - g. Drug allergies of the student
3. The medication must be in a properly labeled container.
4. The school will not be responsible for the administration of the medication unless a second medication container is provided and stored at school.
5. The student must restrict the availability of the medication to other students. The school staff has the right to confiscate the medication if they question the student's use of it. The parent and/or physician should be notified if the medication is confiscated.