



Department: Human Resources
Policy Number: HEA-A005
Effective Date: 2/20/06

ADMINISTRATIVE POLICY

The online version of this policy is official.
Therefore, all printed versions of this
document are unofficial copies.

MEDICATION STORAGE

Clarksville-Montgomery County School System requires all medication to be kept under lock in a secure designated area in the school office or clinic. Nothing in this statement is intended to prevent children with specific conditions requiring emergency rescue with authorization from healthcare provider and parent,, or readily accessible medications such as inhalers, epi-pens, glucagon, or any diabetic supplies, or a student with pancreatic insufficiency or cystic fibrosis (after development of IHP by RN), or emergency anti-seizure medication from being readily available. Upon receiving prescription medication, it must be counted and signed by nursing or medication trained personnel and parent / guardian on the Medication Count form ([HEA-F081](#)). Medications that need to be refrigerated are kept in the refrigerator in a secure area. The school nurse will send a notice to the parents when medications expire or are discontinued ([HEA-F089](#)). If the medication is not picked up within 14 days or at the end of the last day of the school year for students, it will be properly disposed of at the end of the school day by the school nurse ([HEA-A006](#)).

Implementing Procedures: None.

Associated Documents: Medication Count: [HEA-F081](#)
Medication expiration notice: [HEA-F089](#)
Medications Disposal: [HEA-A006](#)

Revision History:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
2/20/06		Initial Release
2/16/09	A	Remove 3 month supply requirement, add or expired and the sending of a notice, add HEA-F089 in policy and as Associated Document
3/8/10	B	Add that medication must be counted and signed by nursing personnel and parent/guardian on HEA-F081. Add Medication Count form (HEA-F081) to associated documents.
2/21/11	C	Add "emergency anti-seizure medication".
6/13/11	D	Added "by the school nurse (HEA-A006) to end of last sentence in first paragraph
4/9/12	E	Add "or medication trained". Deleted "The parent/guardian must pick up". Add Medication Disposal Admin Policy HEA-A006
4/1/15		Reviewed, no changes (except logo)
7/27/15	F	Added statement regarding authorization from healthcare provider. Included students with pancreatic insufficiency or cystic fibrosis.

***** End of Policy *****