

## ADMINISTRATIVE POLICY

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

## MEDICATIONS DISPOSAL

Clarksville-Montgomery County School System requires all medications and/or medication supplies to be retrieved by a parent/guardian at the end of the school year, when the medications expire, or are discontinued. After attempts to reach parent/guardian with the Medication Expiration Notice (Refer to [HEA-F089](#)), any medication and/or medication supplies left in the school clinic will be disposed of in the following way:

- A witness will be present for the disposal of any medications. This witness may be another CMCSS employee or the student's parent. The school nurse and the witness will document disposal of medication on the Medication Count Sheet (HEA-F081)..
- All medications (pills, liquids, inhalers) will be properly disposed of by the school nurse.
- Medications will be disposed of by:
  - Remove labels before discarding or use a permanent marker to cover personal information.
  - Dissolve crushed pills or capsules in water.
  - Mix liquid medications with kitty litter, flour or coffee grounds so people are less likely to take them.
  - Inhalers can be placed in the trash.
  - Put medication contents in a dark container such as a box or brown paper bag to conceal them, which can then be placed in the trash can.
  - Any diabetic or epi-pen supplies such as syringes, insulin and lancets will be placed in the red sharps container. When the sharps containers are full they are placed in a red biohazard bag with a pair of gloves on top near the courier area and the warehouse is contacted for pick up and disposal.

Implementing Procedures: None.

Associated Documents: Medication Count Sheet [HEA-F081](#)  
Medication Expiration Notice [HEA-F089](#)

### Revision History:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
4/24/06		Initial Release
2/02/09	A	Add when the medications expire or are discontinued, after attempts to reach parent/guardian with notice to the first paragraph, add properly disposed of by the school nurse to send bullet and add Associated Documents
3/8/10	B	Add definition of witness to first bullet, remove "oral" medication and add inhalers to second bullet, add disposal information to third and fourth bullet, add HEA-F024 to the Associated Documents.
2/8/11	C	Add "Refer to" to first paragraph and first bullet

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4/9/12	D	Delete 3 <sup>rd</sup> bullet “Non-controlled medications are to be disposed of in the medication disposal located in the nurse supervisor office”. Delete 4 <sup>th</sup> bullet “controlled”. Add “remove labels before discarding or use a permanent marker to cover personal information. Add “crushed” and “mix medication, including liquids with flour or coffee grounds so people are less likely to take them”. Add “Put medication contents in a dark container such as a box or brown paper bag to conceal them”
6/24/13	E	Added inhalers and epi-pens to disposal policy
6/9/14	F	3 <sup>rd</sup> sub-bullet – change to “Mix liquid medications”; Add 4 <sup>th</sup> sub-bullet “Inhalers can be placed in the trash.”
4/1/15		Reviewed, no changes
7/23/18	G	Para. 2, removed HEA-F024, added HEA-F081. Updated associated documents.

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