

## ADMINISTRATIVE POLICY

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

### MEDICATION ADMINISTRATION

A licensed health care provider or a medication trained staff member may administer, or the student may self-administer any medication, either prescription or over-the-counter (OTC), if the following specific criteria are met:

- Written permission given by the parent or guardian must be on file allowing the administration of the medication. Refer to [HEA-F062](#).
- For prescription medications, written orders must be provided by a licensed prescriber, detailing the name of the prescribed medication, dosage, and time interval the medication is to be given during school hours. Parental authorization is also required. Refer to [HEA-F062](#). All original medication orders shall be kept on file.
- For OTC medications, only parent authorization is required. Parent must specify the name of the OTC medication, dosage and time interval the medication is to be self-administered by the student. The OTC medication dosage will not exceed the manufacturer's recommendations.
- The medication must be brought to school by a parent/guardian or his/her adult designee, in the original pharmacy labeled container, or for OTC medications on the manufacturer's original, unopened, labeled container with the ingredients listed and the child's name on the container. Students may not transport medication to and from school, with the exception of emergency rescue medications.
- If the medication is brought to the school without the proper authorization, containing the wrong label or with any information that does not match the prescribing orders, including wrong medication, wrong dose, or is expired, the medication is to be sent back with the parent to be corrected. Refer to [HEA-F040](#) and [HEA-F089](#).
- Upon receiving prescription medication, it must be counted and signed by nursing or medication trained staff and parent / guardian on the Medication Count form. Refer to [HEA-F081](#).
- If pills need to be cut or split that are not scored, parent/guardian shall split or cut medication prior to bringing it to school. If medication has not been cut or split, the parent can cut or split the pills in the nurse clinic. The school nurse will not cut or split pills unless it is scored.
- Herbal medications will be treated the same as prescription medications. An order from the licensed prescriber must be brought to the school with the medication in an unopened container. Parental authorization is also required.
- If nursing personnel is not in the building, the staff members that have been appropriately trained may assist the student to self-administer his/her medication.
- The medication must be kept under lock in a secure designated area in the school office or clinic. **No student will have direct access to any medication unless self-carry paperwork is complete.** Refer to [HEA-F062](#)
- Nothing in these statements is intended to prohibit schools from allowing students with specific medical conditions requiring emergency rescue medications from being readily accessible for the self-administration with licensed prescriber and parental authorization. Proper authorization from the student's healthcare provider and parent is required. Specific accessible medications/ conditions include inhalers, Epi-pens, Glucagon, diabetic supplies, adrenal insufficiency, pancreatic insufficiency or cystic fibrosis (after development of IHP by a Registered Nurse. HEA-F062) In the event a medication error

occurs, a Medication Error must be filled out and the Principal, school nurse, and District Registered Nurse are to be notified immediately. Refer to [HEA-F080](#).

- If medications are discontinued or become expired, the school nurse will send notice home to parents. Refer to [HEA-F089](#). **No** medication that has been discontinued, without physician order, or is expired will be administered while at school.
- Parent or guardian must pick up any unused or expired medications, during school hours, within 14 days of notice being sent or prior to the end of the last student day of the school year. Signature is required of school nurse or medication trained personnel and parent/guardian. Refer to [HEA-F081](#).
- If medication is not picked up within 14 days of the notice or prior to the end of the last student day of the school year, the medication will be properly disposed of. Refer to [HEA-A006](#).
- All written orders for any medications must be renewed by a licensed prescriber at a minimum of at least annually. New orders are required at the beginning of each school year, as well. A change in prescription medication, dosage, or time of medication administration requires new written authorization from the licensed prescriber and parent.

Implementing Procedures: Medication Administration Procedure [HEA-P002](#)

Associated Documents: Medication Storage Policy [HEA-A005](#)  
 Medication Disposal [HEA-A006](#)  
 Student Medication Record [HEA-F024](#)  
 Parent/Guardian Notification (Medication) [HEA-F040](#)  
 Authorization for Medications to be Taken During School Hours [HEA-F062](#)  
 Medication Incident Report [HEA-F080](#)  
 Medication Count [HEA-F081](#)  
 Medication Expiration Notice [HEA-F089](#)

Revision History:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
3/1/10		Initial Release – This policy is a combination of the previous HEA-A003, HEA-A004, and HEA-A008
2/10/11	A	Add “Parental authorization is also required” to second bullet, Add “Students may not transport medication...” to fourth bullet, Add eighth bullet regarding first dose of medication, Change wording from “permission” to “authorization” on ninth bullet, Add reference to HEA-A006 to 16 <sup>th</sup> bullet, Add HEA-A006 to Associated Documents
4/9/2012	B	Add 4 <sup>th</sup> bullet, “If the prescription is to be given for less than one week at school (as with some antibiotics), the licensed prescriber’s signature is not required, but the medication must still be brought to school in the pharmacy labeled container and the parent/guardian must complete the authorization form. This does not include controlled substances” Add to bullet 7 “or medical personnel” Add bullet 8 “that are not scored”.
9/17/12	C	Remove-No student will take the first dose of a medication while at school. If the student has never had the medication, the first dose must

be taken at home. Change school nurse supervisor to District Registered Nurse.

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| 4/2/13   | D | Remove- If the prescription is to be given for less than one week at school (as with some antibiotics), the licensed prescriber's signature is not required, but the medication must still be brought to school in the pharmacy labeled container and the parent/guardian must complete the authorization form. This does not include controlled substances. |
| 6/9/14   | E | Add to bullet about picking up medication "during school hours" and Signature is required of school nurse or medication trained personnel and parent/guardian. Refer to HEA-F081.  |
| 4/1/15   |   | Reviewed, no changes   |
| 7/27/15  | F | Added statement regarding authorization from healthcare provider and included pancreatic insufficiencies and cystic fibrosis.  |
| 7/23/18  | G | Added "or a medication trained staff member" to Para. 1. Added "or for OTC medications on" to Para.5. Complete rewrite of Para. 12. Updated associated documents.  |
| 11/26/18 | H | Para. 1, bullet 10, replaced HEA-A005 with HEA-F062.   |

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