



## Medication Administration Policy

2026/2027

When a student is required to take medication during the school day the following guidelines MUST be followed:

- A. All medication must be brought to the Health Room in the original container, clearly labeled with the student's name.
- B. The first dose of any medication must be given at home. The parent must observe the student for any adverse reactions for at least 2 hours.
- C. Written permission from the parent or legal guardian for each medication is required prior to administration and will be maintained in the Health Room. Students 18 or older may sign their own consent.
- D. ALL prescription medication must be accompanied by written physician and parental authorization prior to administration at school.
- E. All prescriptions must be delivered to the school by a parent, guardian, or person over 18 years of age designated by the parent and given directly to the school nurse or designated school staff member.
- F. The school nurse will not administer medication that is reportedly missed at home.
- G. If the student is to self-administer medication while at school written parental and physician authorization must be completed before the student is allowed to carry medication on their person.
- H. A parent may supply an over-the-counter medication to be kept in the health room and administered by school personnel. Written parental authorization must be provided. The medication must be in the original, new sealed container.
- I. For over-the-counter medications, dosage may not exceed the manufacturer's recommended dose. Physician authorization is required for larger dosage. Physician authorization is required for any non-prescription medication given more than 10 consecutive school days.

- J. Cough Drops, OTC antibiotic creams/ointments, fungal products, lotions, tooth pain relief products, contact solution, etc ... must be supplied by the legal guardian and written authorization to administer must be presented.
- K. The parent is responsible for noting the expiration date of any medication left at the school. Expired medication will not be given. The school nurse will notify the parent when a medication has expired. The parent will have 10 days to pick up the medication before it is disposed of according to State requirements.
- L. If insulin has the manufacturer's sealed cap intact the vial must be refrigerated. Once the manufacturer's sealed cap has been removed the bottle must be labeled with the date opened and the vial no longer needs to be refrigerated. Insulin expires 30 days after vial has been opened and must be replaced by the parent.
- M. Medications will only be removed from the original container by the individual who will administer and assist the student. No medication should be prepared or pre-measured before time for administration.
- N. Medication will be stored in a locked container and administered by the school nurse or Designated staff who will record this information on the student's Medication Administration Record (MAR). A list of designated staff to assist with medications in the absence of the nurse will be posted in the health room.
- O. All emergency medications and inhalers will be maintained in a container that can be easily transported during all school evacuations, including practice drills.
- P. Medications are considered to be administered "on time" if administered 30 minutes prior to until 30 minutes after the prescribed time. An Incident Report should be completed if medications are administered outside this window of time.
- Q. All controlled medication must be counted, when initially brought in by the parent. All controlled medication must be counted by the school nurse. No more than a month's supply of controlled substances at any given time should be in the school's inventory. Definition of a month's supply is the equivalent of a 30-day supply.
- R. No narcotic medications will be administered in the school setting unless connected to an IEP, 504, or IHCP.
- S. No controlled medication will EVER be self-administered.
- T. If the dosage of a prescription medication is changed, the parent must provide written parental and physician authorization.

- U. When a dosage is changed on a medication the nurse will write "Discontinued" in large print on the student's Medication Administration Record (MAR). Establish a new medication record with the new dosage and staple to the previous one. All parental and physician authorizations for the change must be attached.
- V. A parent's written request is sufficient to discontinue any medication. Discontinued medication records should be filed in a folder and any unused medication returned to the legal guardian.
- W. A separate Medication Administration Record is required for each prescription medication.
- X. Students are to be observed while taking medications.
- Y. School Nurses will not administer non-FDA approved herbal products. See policy on Herbal/ Alternative Medicinal Products.
- Z. When a student leaves the school for a school sponsored field trip, his/her medication will be administered by School District personnel according to the field trip medication policy.

The school nurse may refuse to administer any medication which, based on his/her individual observations and professional judgment, has the potential to be harmful, dangerous or inappropriate. The nursing supervisor and principal shall be notified of these decisions immediately. If additional information is needed regarding the medication and is unavailable, the nurse will seek assistance from the nursing supervisor, physician, and/or pharmacist.