




**MEDICATION
ADMINISTRATION**

ADMINISTERING MEDICATIONS DURING SCHOOL HOURS

Utah Code 53A-11-601 (1988) allows local school boards and charter schools to:

- Adopt policies designating employees who may administer medication.
- Identify and store medication.
- Train designated employees to administer medication.
- Maintain records of the administration of medication.
- Protects school personnel from any civil or criminal liability.

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- The school has a responsibility under the ADA to meet the needs of every child – this would include administering medication as directed.

 - If a student fails to come to the office / nurses station for their medication it is the duty of the assigned personnel to:
 - a) verify that the student is at school and

 - b) either call the student down or go and get the student to administer the medication.

Medications may only be administered to a student if:

- The student's physician has complete and signed the Medication Authorization Form.
- The student's parent / guardian has submitted and signed the Medication Authorization Form.

SPECTRUM ACADEMY MEDICATION POLICY

DEFINITIONS

Prescription Medication – Any substance used for the treatment of a disease or to relieve pain that has been given to an individual by a medical care provider.

Over-the-counter Medication (OTC) –

Medication sold directly to the consumer without a prescription from a healthcare professional. A

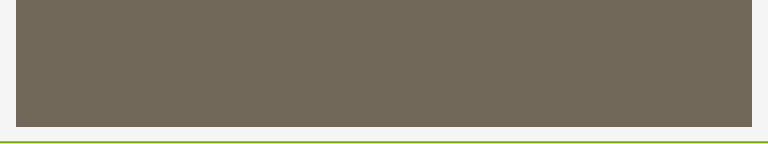
few examples:

- Aspirin
- Tylenol
- Motrin
- Benadryl
- Claritin
- Zyrtec
- Tums

School Medication Authorization Form –

Written information obtained by medical care provider specifying pertinent information concerning the medication being administered during school hours. This form **must** be completed and signed by both the healthcare provider and parent / guardian.

Self-Administration Form - Written consent form signed by both healthcare provider and parent / guardian stating that child understands the necessity for and is capable of administering the prescribed medication to themselves as needed (i.e., asthma inhalers, glucagon)



Daily Medication Tracking Record – Form that is filled out when any prescription or over-the-counter medication is brought into the school to record administration of medication and amount of medication received.

Information to be filled out on front of Daily Medication

Tracking form:

- Student Name
- Current school year
- Medication information
 - Name of medication
 - Dose / route / frequency
 - Time to be given
- Month / date
- Signature & initials of individuals authorized to give medication
- Codes for missed administration

ATTACH PHOTO

DAILY MEDICATION TRACKING FORM - SCHOOL YEAR _____

STUDENT _____ GRADE / TEACHER _____

Medication/Dose/Time	Month	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	

Medication/Dose/Time	Month	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	

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CODES		SIGNATURE & INITIAL of those AUTHORIZED TO ADMINISTER MEDICATIONS			
Initial = Medication Given	MO = Medication Out				
A = Student Absent	R = Refused				
E = Error (late, missed, wrong med, etc.) - Complete Med Error Form					

MEDICATION NAME	DATE DISCARDED	HOW DISCARDED	TWO SIGNATURES

Information to be filled out on back of Daily Medication Tracking form:

- Date medication received
- Amount of medication currently available at school
- Amount of medication being brought in
 - **Medication must be counted by staff with parent / guardian present to verify amount.**
- Total amount of medication being stored at school
- Signatures of both staff member and parent / guardian

Back of Medication Tracking Form

DATE	AMT. ON HAND	AMT. RCVD	TOTAL AMT.	STAFF SIGNATURE	PARENT / GUARDIAN SIGNATURE

DISCARDED MEDICATIONS

DATE			TOTAL AMT.	STAFF SIGNATURE	STAFF SIGNATURE

- The Medication Authorization forms and Daily Medication Tracking forms will be placed in a binder in the office / nurse's station.
- The Medication Binder will be divided by student and all pertinent medication information will be filed there during the school year.
- Medication Binders will be stored securely in the medication cabinet with the medications.

Per Utah State Code and Spectrum Policy for Prescription and Over-the-Counter Medications:

- Medications **must be** brought into the school in original container, with the students name on container, by an adult and not sent to school with the student.
- Parent / Guardian must count medication with staff and sign back of Daily Medication Tracking form for all prescription medications brought in.
- Any medication sent to school with the student in baggies or unlabeled containers will be confiscated and discarded.

How to store medications

- **ALL** medications must be stored in a locked cabinet.
- Access to cabinet is limited to authorized staff members only.
- Medications will be placed in a 11x9 manila envelope with the student's last name and first initial on the front.
- Scheduled medications will be kept separate from PRN (as needed) medications.



THE FIVE RIGHTS OF MEDICATION SAFETY

1. Right Medication
2. Right Route
3. Right Time & Frequency
4. Right Patient
5. Right Dose

How do I know if I have the right medication?

- 1) Review the Medication Authorization Form that is brought in with the medication.
- 2) Verify that the information on the form matches the information on the medication container.
- 3) If there is any discrepancy contact the school nurse.

Information found on a prescription label

1. Pharmacy name and address
2. Pharmacy phone number
3. Prescription number
4. Doctor who wrote prescription and date the prescription is filled
5. Who the prescription is for
6. Directions for taking the drug
7. Quantity in the container
8. Brand name of the drug
9. Dose, or strength, of the drug
10. Refills left
11. Generic name of the drug
12. Expiration date of the drug
13. Safety reminders

1 CENTRAL PHARMACY
45 Main St., Anytown, US 12345

2 800 555-5555

CAUTION FEDERAL LAW PROHIBITS TRANSFER OF THIS DRUG TO ANY PERSON OTHER THAN THE PATIENT FOR WHOM PRESCRIBED.

3 Rx# 231-479-161

4 Dr. Jones, John C.
DATE 06/24/10

5 SMITH, JANE

6 TAKE ONE TABLET ORALLY DAILY OR
EVERY SIX TO EIGHT HOURS AS NEEDED
FOR SYMPTOMS.

7 24 **8** FAZACLO **9** TAB 10-500MG

10 NO REFILLS **11** CLOZAPINE **12** USE BEFORE 06/24/12

13 DO NOT TAKE THIS DRUG IF YOU BECOME PREGNANT

DO NOT DRINK ALCOHOLIC BEVERAGES WHEN TAKING THIS MEDICATION

MAY CAUSE DROWSINESS OR DIZZINESS



- Some students will have multiple medications at the school.
- **Verify that you are given the correct medication at the correct time by reading the prescription label and Daily Medication Tracking Sheet each time you administer the medication.**

Am I giving the medication by the right route?

- Oral – to be swallowed
 - Tablets, capsules, liquids

- Buccal / sublingual – medication is to be placed either under the tongue or between gum and cheek to dissolve.
 - Nitroglycerin, Vitamin B12

- Parenteral – given by injection or intravenously.
 - Insulin, glucagon, epi-pen

- Aerosol - a pressurized gas containing a finely nebulized medication for inhalation therapy.
 - Asthma medications

- Transdermal - a medication applied topically (to the skin) and absorbed continuously at a controlled rate.
 - Nicotine, hormones, scopolamine, Daytrana

Is it the right time / frequency?

- Is it scheduled or PRN (given as needed)?
- Has there been enough time from the last dose that it is safe to give again?
- Do I have to give it at that exact time?

➤ **Scheduled medications:**

- Are given at regular intervals or at a specific time of day per written orders from the health care provider.
- May be given 30 min before or after specified time.

➤ **PRN (as needed) medications:**

- Time may vary (i.e. – every 4-6 hours), but only given when symptoms are present.
- May only be given a limited number of times in a 24-hour period.

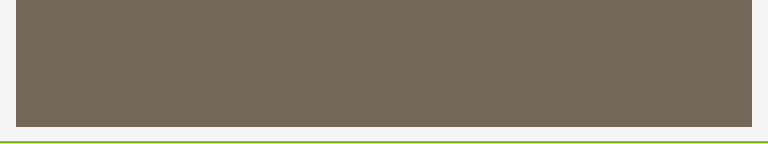
- **Frequency** – defined as the number of times that an event occurs within a given period.
- When related to medication it is how often a medication can be given in a 24 hour period without exceeding the maximum dosage that the body can safely tolerate.
- Time intervals must be equally divided into the 24 hours (i.e., twice daily – every 12 hours, three times daily – every 8 hours)

Is this the right person?

- Ask the individual their name.
- Read the name on the medication container.
- Are they the same?
- Administer the medication.

Did I give the right dose?

Definition: A drug dose is the specific amount of medication to be taken at a given time. The dose and time to take the medication are written on a doctor's prescription or recommended on the label of an over-the-counter medication.



And you thought you would never use algebra....

Prescription medication will have a predetermined amount of the medication to be administered

- give 1 tablet
- give 2 puffs of inhaler
- apply one patch

Medication Authorization for an over-the-counter medication might state:

Give 500-1000 mg of Tylenol.

If the Tylenol comes in 500 mg tablets you would be allowed to give 1-2 tablets as needed.

1 tablet = 500 mg

2 tablets = 1000 mg (2 x 500 = 1000)

If you have any questions concerning dosage, please contact the nurse before administering the medication.

Documentation

If it isn't written it wasn't done

- Initial Daily Medication Tracking form for the date medication was administered.
- Use **BLUE** or **BLACK** ink for all documentation.
- **Red ink** is used to indicate absence, medication out or medication refused.
- **NEVER USE PENCIL** when documenting on a medical form.

What do I do if a medication dose is changed or the medication is discontinued?

If a medication dosage is changed:

- 1) Fill out new Medication Tracking form and place in binder with Medication Authorization form.
- 2) Remove all documentation pertaining to old dose (Medication Tracking form and Medication Authorization form).
- 3) Write “DOSAGE CHANGE” on old Medication Tracking form.
- 4) Place current forms with new dosage information in Medication Binder
- 5) File old Medication Tracking form and Medication Authorization form in students file.

If a medication is stopped / discontinued:

- 1) Write “MEDICATION DISCONTINUED” on Medication Tracking form.
- 2) Remove Medication Authorization form and Medication Tracking form from binder.
- 3) File old Medication Tracking form and Medication Authorization form in students file.

What do I do with discontinued medications?

- If a medication has been discontinued the parent / guardian must come in and pick-up the remaining medication from the school within two weeks.
- The medication must be counted with the staff and parent / guardian.
- The back of the Daily Medication Tracking form must indicate the amount of medication being returned to the parent / guardian.
- Both staff member and parent / guardian must sign form.

What do I do with prescription medications left at the end of the school year?

- The medication must be counted by two staff members to verify the amount remaining.
- The amount will be recorded on the back of the Daily Medication Tracking form.
- Both staff members must sign form.
- A designated staff member will take all medication to the nearest police station in the area.
- Medications will be recounted with an officer and the back of the form signed by the staff member and officer receiving medication.
- Daily Medication Tracking forms will be returned to the school and placed in student's file.