

Medication Administration Procedures

Care and Storage:

Medications administered in school settings shall be inaccessible to students and shall be stored in the original container in a controlled area separated from food, cleaning compounds and other toxic substances. It shall be in a secure, locked, clean container or cabinet and under conditions as directed by the Health Care Provider or pharmacist. Medications that require refrigeration should be stored in a leak-proof container in a designated area of the refrigerator, separate from food and inaccessible to students OR in a separate refrigerator used only for medication, inaccessible to students.

Emergency medications such as epinephrine shall be inaccessible to students, but immediately available to trained school personnel in an unlocked, marked location.

Once all requirements of Health Care Provider with prescriptive authority and parental permission forms are received, medication labels match as prescribed and medication permission/ authorization forms match the labeled medication, medications will be accepted and administered utilizing the:

5 Rights of Medication Administration

1. Right Child
2. Right Medication
3. Right Dose
4. Right Time
5. Right Route

Health office staff/ Unlicensed Authorized Personnel (UAP) are not authorized to determine when an “as needed” or “prn” medication is to be given. Specific instructions from the Health Care Provider are necessary. For children with chronic health conditions, this can be determined in collaboration with the Registered Nurse or by using the Colorado specific forms available from the health office.

Protocol medications are to be given as agreed upon by the local prescribing Health Care Provider and Registered Nurse. Dosages for acetaminophen and ibuprofen are determined by the Pediatric Dosing Guidelines agreed upon by the prescribing Health Care Provider. All protocol medications are not to exceed administration beyond 3 consecutive days. If protocol medications are required for longer than 3 consecutive days, a medication permission/ authorization form with signed authorization from the Health Care Provider with prescriptive authority and parent must be obtained.

Un-medicated, topical preparations such as diaper creams, ointments and lotions still require parental permission, but do not require Health Care Provider permission/ authorization when used as a preventative measure. If the skin is broken, bleeding, or a rash is present, discontinue use; inform parent/ guardian; and request written permission and instructions from the Health Care Provider.

Procedure for Administration of Medication

1. Identify the student
2. Identify the medication

- a. Note the following on the medication bottle; student's name, child's picture (if available), date of medication, name of medication, dosage of medication, instructions for giving the medication.
3. Compare information on medication bottle with the medication record information.
4. Health care plan/ medication administration permission/ authorization forms should be attached to medication or available in a student file or binder.
5. Check to see that another individual has not already given the medication for that day and time.
6. Administer the medication to the student as directed.
7. Record time the medication was given on the medication record either on paper or in Infinite Campus.
8. Return the medication to its locked storage area.

Documentation

Any medications administered must be documented on the medication log, controlled substance log, or under medications or health office visit in Infinite Campus. Program staff must count and record the quantity of controlled substances (ie. Ritalin) received from the parent, in the presence of the parent.

Controlled Substances

Controlled substances will be counted and documented with each administration, or at least weekly if not given regularly. If the count is discrepant with records, theft should be suspected and local law enforcement, Registered Nurse, and building administration should be notified.

Controlled substances will be stored inaccessible to students, stored in original container in a controlled, locked area, away from food, cleaning compounds, and other toxic substances. Students may not self-carry or self-administer controlled substances. Administration of controlled substances should take place in the presence of school staff so there is verification that the medication has been consumed and an appropriate pill count can be kept. Keys to medication storage areas are limited, with primary control of the medication supply maintained by the health office staff member. The medication supply is to be secured in a locked drawer, room or cabinet.

Medication Incidents

A medication incident is any situation that involves a deviation from the 5 Rights, including any of the following:

- Forgetting to give a medication
- Giving more than the prescribed dose
- Giving the medication at the wrong time
- Giving the wrong dose
- Giving the wrong medication
- Giving the wrong medication to the wrong child
- Giving the medication by the wrong route
- Not documenting the medication administration

Medication incidents are documented on a Medication Administration Report and reported to the RN, child's parent, school administration, and health care provider (as appropriate). Medication incidents

that involve medication given to the wrong child or an overdose of medication require consult with Poison Control. DO NOT INDUCE VOMITING UNLESS INSTRUCTED BY POISON CONTROL. POISON CONTROL NUMBER: 1-800-222-1222.

Disposal of Medications

Medications that are acquired by the school and have expired, or medications abandoned by parents shall be disposed of. If the medication has not been picked up within a week of notification or date of the request, then medications may be disposed of by the RN or medication trained person and one witness, according to the State of Colorado established procedures and regulations. (6 CCR 1007-2, Part 1, *Regulations Pertaining to Solid Waste Sites and Facilities* and 6 CCR 1007-3, Parts 260-268, and Parts 99 and 100) Appropriate medications may be disposed of through the Colorado Medication Take Back bins. Documentation of the disposal should include child's name, date, time, name of medication, numbers of pills, and signatures of trained person or RN, and witness.