

Summers County Schools Policy

Adopted: 8/11/88 Revised 9/22/04

Code: V-G-4

Reference: Board Minutes, West Virginia State Code 18A-5-1, 18-5-22, 18-5-22a,
Basic and Specialized Health Care Procedure manual for West Virginia Public Schools, National
Association of School Nurses: Amended Resolution entitled, "Medication Administration in School", June
26, 1993, American Academy of Pediatrics, Permission Form for Prescribed Medications, 1994
Page 1 of 2

Medication Administration and Storage Policy

The Summers County Board of Education strongly discourages students taking medication during school hours. Whenever possible, a student's medication should be administered at home, prior to or at the end of the school day. The intent of this policy is to assure the safety of Summers County Students when receiving medications during the school day.

Students attending public school may have health conditions, which require the administration of medication for the treatment of certain conditions. Since a school nurse is not located in each building, this policy considers the aspects, which affect the safety of medications given during school hours by designated employees. This policy addresses the transportation, handling, monitoring, administration, and storage of student medications during the school day.

1. Over-the-counter medications will not be administered without written orders from a doctor, dentist, physician's assistant, or nurse practitioner.
2. Parents/guardians are given the opportunity to administer medication to their own children at school. If this is not possible, the elementary student should self-administer the medication with school personnel observing. Secondary school students responsible for self-administering medication may do so in school with supervision by school personnel. School personnel must dispense this medication and a Medication Administration Form must be on file.
3. When a student is unable to self-administer medication, school personnel who have been trained by the school nurse may administer requested medication. The certified school nurse, in consultation with the physician, has the final decision making authority with respect to delegating administration of medications. The parent or guardian can be requested to come to school and administer medication if problems occur.
4. For all medication administered during school hours, the first dosage should have been administered at home to ensure that no initial allergic reaction occurs.
5. For the protection of students as well as school personnel, written orders from a doctor, physician's assistant, dentist, or nurse practitioner must be obtained for ANY medication to be administered. Orders must contain the name of the drug, dosage, route of administration, time of in-school administration, and a medical diagnosis. Special instructions regarding medication side effects, reactions, and comments should be included as necessary. The physician must indicate whether the student may self-administer a medication and if the child may carry an emergency medication with him (e.g., asthma inhaler, bee sting kit, etc.). A Medication Administration Form will be available for the physician to complete for each medication. The parent/guardian is responsible for obtaining written orders from the physician for medications and for completing the parent section of the Medication Form.
6. Documentation of medication is to be kept on the Administration Log with the Medication Administration Form. The current Medication Form shall be kept accessible with the medication to be given. This log shall be placed in the child's permanent school record when the medication is completed or at the end of the school year.
7. One child's medication should never be administered to another child.
8. All medications must be brought to the school in the original container. Medications, which are not appropriately labeled, must not be administered. Herbal medications shall not be administered.

9. Medications, unless requiring refrigeration, should be locked in location not accessible to students. No medications should be kept in school first aid kits, except for medications given in emergency situations (for example, bee sting kits). Emergency medications, (such as bee sting kits and asthma inhalers), may be carried by the student if indicated by the physician.
10. For prescriptive or over-the-counter medications that have appropriate documentation on file, parents may send daily doses of medication with the student. If larger quantities are preferred, a month's supply may be brought to school by the parent or other adult.
11. The school nurse will provide appropriate training for the administration of medications to designated employees.
12. The parent or an adult should pick up any medication that remains at school at the end of the school year. If medications remain at school after students have been dismissed, they will be disposed of within 30 days.
13. Disposal of any injectable medication equipment should be in an approved sharps container provided by the school nurse. This container shall be brought to the school nurse's office when it is filled or at the end of the school year.
14. Students who enroll from out-of-area and bring medications to school without the proper documentation should be referred to the school nurse for assistance.
15. Medication errors include, but are not limited to, medications not given, medications given to the wrong child, and wrong dosages given. As soon as an error is known, the parent shall be notified. A call shall be made to the school nurse who will complete the Medication Error Report.
16. Persons responsible for administering medications have the right to question excessive dosages of medications. The school nurse is to be notified when a medication dosage is being questioned. If the medication is deemed to be outside the available guidelines, School Health Services may refuse to administer and may request the parent come to school to administer the medication.
17. Medications shall be stored and locked in a specific location. Only designated personnel shall have access to the medication.
18. Insulin bottles shall be dated upon opening. Insulin shall be stored in the refrigerator and properly discarded after 30 days or as recommended by the pharmacy.