

### Dispensing and Administering Medication

When dispensing and administering medication the following criteria must be met:

1. Written/faxed orders and instructions from the student's physician must be provided detailing:
  - a. student's name, address, phone #
  - b. name of medication
  - c. reason for the medication
  - d. dosage
  - e. frequency / time of administration
  - f. mode / method of administration
  - g. directions / special considerations
  - h. start and end date for administration
  - i. any reactions to be noted
  - j. date form signed

If no receipt of written doctor's orders is on file at the time prescribed medication administration is to begin – the nurse serving the school shall obtain telephone orders from the physician.

2. Written permission by parent or guardian must be provided authorizing school district personnel to carry out the physician's orders and instructions.
3. The prescription medication must be sent in a container properly labeled by pharmacist or physician including student's name, name of drug, dosage, frequency / time of administration, mode / method of administration, directions, and date of expiration. Over the counter / non prescription medication should have the manufacturer's label identifying medication, its ingredients, dosing recommendations, possible drug interactions and / or warnings in addition to the student's name printed on container whenever possible.
4. Only authorized staff that have completed the DPI approved medication training, will perform these tasks.
5. All medicine must be stored in a secure area in the building.
6. School nurses may legally delegate, train, monitor, and supervise staff in administering non-oral medications if staff is willing and able to accept the delegation.

7. School personnel may administer emergency medications (see #4 and #6 above) including epinephrine auto injector to any pupil or staff member who appears to be experiencing a severe allergic reaction and glucagon to any pupil who is a known diabetic who appears to be experiencing a severe low blood sugar event and must call 911 as soon as practicable.
8. In no event should long term use and/or does other than those recommended of non-prescription medications or herbal treatments be given without following all of the criteria set forth in 1-6 above. If nonprescription medication is given only occasionally, criteria 2-6 must be followed.
9. Building principals will authorize and designate who shall dispense medication in their building.
10. The attached form letter and Medication Authorization and Instruction Form will be used to implement this policy
11. A record will be kept of all medications / doses administered to a student. The student medication log, parental consent, and physician's orders may be kept in a medication binder for documentation convenience. At the end of the year the completed consents and logs will be maintained in the student's health record.
12. In the event of a medication error, the person who administered the medication should immediately complete a medication incident report must be completed and maintained in the student's health record. (attached)
13. Reliable, older students may be permitted to carry and self administer such medications as bronchial inhalers, epinephrine auto injectors, or insulin, provided parent/guardian and physician authorization forms are on file.

Adopted: January 22, 1990

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September 8, 1998  
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