

## ***MEDICATION ADMINISTRATION GUIDELINES***

### ***NLCS Nursing Services 2013-14***

#### **WHO MAY GIVE MEDICATIONS?**

Each school decides who will give student medications. Employees who consent must sign a form stating they are willing, and be in-serviced by the nursing staff before giving any medications. If there is a question about a medication, consult your school nurse before it is given.

#### **OVER THE COUNTER MEDICATIONS**

- Parent or guardian must fill out a consent form.
- Medication should be in original container and NOT expired.
- Medication must be given according to manufacturer's directions on the label. Label must be readable.
- Parent's instructions that contradict the manufacturer's directions CANNOT be followed, unless accompanied by a physician's order.  
(Example: The label may state: Do not give to children under 12 years of age)

#### **PRESCRIPTION MEDICATIONS**

- Must be in original container with the directions and student name clearly marked.
- Parent consent form is still needed.
- Parent directions on the consent form must be identical to the physician's order/ label.
- When the only instructions are "Give as directed", this is not a clear order; call the school nurse for guidance.
- No narcotics can be given by NLCS employees and should not be stored on the premises for parents to give. (e.g. Lortab, Vicodin)
- Controlled substances, (such as ADHD medications) should be counted when the parent brings them in. Both the parent and a staff member must sign and verify the quantity brought in on the log sheet.
- Students who have been given permission from their doctor to self-carry their medicine need to have the appropriate "Self-Carry Medication" form (NLCS-204) on file in the office (e.g. inhalers).

#### **MEDICATION ERRORS**

Anyone who gives medication could eventually make an error. Record what was done in the medication log. Let your principal and your school nurse know what happened, in case further action is necessary.

- Minimizing the number of staff giving medications will reduce errors.
- Especially at the beginning of the year, ask the student their name and use their name as you give the medication (a double-check if you've got the wrong kid)
- Check the medicine log book before giving, to make sure it wasn't already given by someone else OR that the dosage frequency is OK for next dose.
- Read the label 3 times before giving.

#### **DO NOT GIVE MEDICATIONS WHEN**

- The medication is sent to school in a plastic bag or container other than original.
- The parent has not signed a consent form. (A written and signed parent note is OK for first day only)
- The prescription label has another person's name on it or has been altered in any manner.
- The medicine has expired.
- There is a discrepancy between the parent instructions and the manufacturer's label or physician label.

#### **DISCARDING MEDICATIONS**

Legally, the school nurse is responsible for removing and destroying any medicine not picked up at the end of the year by parents. It can then be discarded in an approved manner in the presence of a witness.