

**ADMINISTRATION OF MEDICATION UPDATE**

PERMISSION: Students must have signed written parent permission for prescription medication to be given at school. Our form also includes a place for parents to sign for over the counter medications if given on a regular basis and the parent supplies the medication. "If medication is a controlled substance, count the number of pills and record, along with name and dose age of medication, date and your name on the daily documentation form."

Physician's orders will be requested by the school with the appropriate document signed by parents. This can be handled by fax with assistance from the Licensed School Nurse.

The Five R's of Administration

- Right student
- Right dose
- Right time
- Right route
- Right medication

Oral Medications:

1. Wash your hands or use hand sanitizer
2. Review the 5 R's
3. Check the medication label with your documentation **THREE** times:
  - when taking the container from the cabinet
  - when taking medication from the container
  - when returning the medication to the cabinet
4. Pour the tablet or capsule into the lid of the container. Do not touch the medication.
5. Pour the medication into the student's hand. Do not permit them to touch the lid.
6. Observe the student as he swallows the medication.
7. Students may take their own water from the faucet, using a small disposable cup.
8. Replace medication in the cabinet and lock.
9. Document in the med book under the student's name the time given and your initials.

DOCUMENTATION

- The med administration record is the only legal record which indicates that a medication has been given. If there is no documentation, it is assumed that none has been given.
- This is a legal document. Use blue or black ink. Do not erase or white out. If errors occur, draw a line through the error; place the date and your initials above it.

ERRORS

- Should be reported to the Licensed School Nurse as soon as possible.
- Failure to administer constitutes an error if student is present in school.

## CHANGES IN MEDICATION FOR A STUDENT

- If parents notify us of change of medication, it will be necessary to obtain a new physician's order reflecting the change. If medication is discontinued, a doctor's order will also be needed.
- The label on the medication container should reflect the current dosage. Since the dosage may change mid-year, the school staff will need to work with parents to have them supply a new bottle.

## SUPPLIES

When the supply of medication reaches only five days remaining, contact the parent by e-mail, phone, or mail to warn them of the current status of medication. Do not rely on student to report the message.

## MEDICATION LABELS

- name of medication
- name of student receiving medication
- dosage needed
- dose interval or time to administer
- date prescription was filled
- route of administration