

## MEDICATION POLICY

### Administration of Medication

For elementary and middle schools students, these regulations apply to any medication taken at school. For high school student, these regulations apply to any medication that parents request school personnel to assist with self administration.

1. Students requiring non prescription medication during the school day need to have a medication form signed by the parent and on file in the school.
2. Students requiring prescription medication during the school day need to have a medication form signed by the parent and on file in the school.
3. The prescription medicine is to be in a bottle or capped container with a label of which is printed:
  - a. the child's name
  - b. the name of the medication
  - c. the amount of each pill, capsule or teaspoonful  
Example: Ritalin 5 milligrams, Zarontin syrup 250 mgm/5 ml (teaspoonful)
  - d. the time the medicine is to be given  
Example: 11:00 a.m., with lunch, 1:30 p.m.
  - e. the number of pills, capsules or liquid medicine in the container  
Example: 10 pills, 5 capsules, 10 teaspoonfuls
  - f. the name of the doctor who prescribed the medicine
4. If the child is to take more than one kind of prescription medicine at school, a container for each kind must be used. That is if the child takes Tegretol and Phenobarbital then the Tegretol is to be in one bottle and the Phenobarbital in the other, labeled as shown in #3 above.
5. The bottle of prescription medicine is to be brought by the parent, responsible adult or student to the school office. If the child has special needs and required additional care, the bottle of medicine is to be brought by the parent or responsible adult to the school office, classroom teacher or bus aide.
6. If a child takes the same kind of prescription medicine more than once during the day, the correct amount needs to be sent.
7. All medicine will be stored in the school vault or a locked file cabinet or refrigerated if indicated. At the time a child is to take any medicine, the child will report to the school office where a person in charge of the medications will assist with the self administration of the medication (See Guidelines for self administration of medications). For middle school and high school students, it is the child's responsibility to report to the office when it is time to take the medicine. However, if the child requires additional care, special accommodations will be made.
8. Each school must maintain the Daily Log Form. This form documents the self administration of the prescription medication and when the student took the medicine. The form is completed by writing the student's name, name of medication, dosage and time.
9. If a child's prescription medicine is changed in any way, a new medication form denoting the changes must be completed and sent to school with the changes. The bottle(s) in which a child's medicine is sent to school must have the new changes on the label(s).

## **Guidelines for Self-Administration of Medications**

Any school employee authorized by the school administrator may assist with self-administration of medications. Assistance is defined as follows:

1. Handing a pre-filled labeled container to the student.
2. Giving verbal suggestions, prompting, reminding, gesturing, or providing a written guide for self-administering medications.
3. Opening the lid of the above container for the student.
4. Guiding the hand of the student to self-administer the medication;
5. Holding and assisting the student in drinking fluid to assist in the swallowing of oral medications; and
6. Assisting with removal of medication from a container for students with a physical disability which prevent independence in the act.

If a student is not able to self-administer medication and medication is required daily, a school nurse will be assigned to administer the medication. Contact the school nurse at Lewis & Clark.

## **Emergency Administration of Medication**

In case of an anaphylactic reaction or the risk of such reaction, a school nurse may administer emergency oral and/or injectable medication to any student in need thereof on the school grounds according to the standing order of the student's physician. In the absence of a school nurse, the administrator or designated staff member who has completed training in administration of medication, may give emergency medication to the student orally or by injection. There must be on record a medically diagnosed condition which would require prompt treatment to protect the student from serious harm or death.

## **Proper Disposal of Syringes, Lancets, etc.**

Some health situations require the use of hypodermic needles, syringes, lancets, etc. If a school staff member is involved in the handling and disposal of medical sharps which are capable of penetrating the skin, these items must be disposed of in a container labeled "sharps" available from the Buildings and Grounds Department. Disposal of sharps containers must follow the requirements of the Montana Infectious Waste Management Act. The Supervisor of Buildings and Grounds is the responsible school official for the disposal of sharps containers.

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