

MEDICATION/TREATMENT AT SCHOOL

It is most desirable to have a student take needed medication at home. When an underlying health problem necessitates the administering of medication during the school day, school personnel can administer medication to enable the student to stay in school.

A Student Medication/Treatment Administration Record (SM/TAR) signed by a parent must be provided, and medication must be stored and administered in the manner described below. Only FDA approved prescription and over-the-counter medications are allowed to be administered at school. Homeopathic remedies are not FDA approved and will not be administered at school. Dietary supplements are not approved by the FDA for use as drugs and will not be administered at school. A dietary supplement is any product taken by mouth that contains a so-called "dietary ingredient" and may include vitamins, minerals, herbs, and amino acids as well as substances such as enzymes, organ tissues, metabolites, extracts or concentrates.

OTHER

When wheelchair, crutches, or other temporary assistive device is needed, it must be supplied by the parent. The school will need an order from the physician authorizing the use of the Orthopedic Injury Assistive Device. This order needs to be signed by the licensed health care provider and parent/guardian. This order is only valid for the current school year unless otherwise stated by the licensed medical provider.

Other treatment equipment such as nebulizers and glucometers must be supplied by the parent. A SM/TAR signed by the parent/guardian must be on file. This form is only valid for the current school year unless otherwise stated differently by the licensed medical provider.

- ❖ Non-prescription (over-the-counter) medication is received unopened, in its original container, and labeled with the student's name, directions for giving, and the dosage.
- ❖ **No over-the-counter (non-prescription) medications such as aspirin, acetaminophen, cough medicine, topical creams/ointments, etc. may be given without a physicians order except for Calamine Lotion which may be applied by local school district school health staff only.**
- ❖ Each prescribed/over-the-counter medication to be administered shall be received, counted, and stored in its original container.

- ❖ Psychotropic Medication orders must be ordered by a licensed physician only. Do not accept orders received from any other health care practitioner including ARNP's.
- ❖ Some medications are allowed to be carried on the student's body. Please check with your school's clinic staff for details.

Reasons for Contacting Parents/Guardians

Parents/Guardians should be contacted for any of the following reasons:

- ❖ Any question regarding the parent's/guardian's instructions.
- ❖ Failure of the child to take the medication/treatment for any reason (*i.e.* vomiting, refusal, forgot, out of medicine, spilled last dose).
- ❖ If a variance is made in giving a medication/treatment. The school based RN or School Health Coordinator, principal, and the parent/guardian must be contacted immediately. The variance must be properly documented, according to directions, the same day the variance has occurred or is discovered. Sumter County Schools procedure regarding the variance must be followed. Contact your principal at your school to report any medication variance. The variance must also be reported to your supervisor. If no parent/guardian contact is made, a note must be written to the parent stating what happened (school based RN, School Health Coordinator, or principal can assist with content and appropriate documentation of the note). Examples of variances include: wrong medication given to the wrong student, wrong dose, wrong route, wrong time or medication not given. The prescribing physician or Poison Control (1-800-222-1222) or 911 may be contacted regarding adverse effects.
- ❖ Any change in behavior or physical status that might be attributed to the medication/treatment.
- ❖ Change in appearance of the medication or expiration date of the medication has passed.

MEDICATION MISSED BY PARENT/GUARDIAN

If a student was to receive medication in the morning before coming to school, but did not get that dose:

- ❖ ***The parent/guardian should come to school to give the medication.***
- ❖ If this is not possible, the parent/guardian must call the school health person to authorize him/her to dispense the medication, *in this scenario only*. **This can only be done if the prescription bottle or original written physicians order at school indicates multiple doses in a day.** It is recommended if, for instance, it says give one tablet at 11:30 A.M., an earlier dose may not be given by school personnel.

Parents may request that the pharmacy provide them with a properly labeled duplicate prescription container for field trips. The staff person accompanying the student will be responsible for security of the medication and for medication administration. Medication cannot be administered by volunteer staff or parent chaperones other than the student's own parent/guardian.

When a field trip is planned, a student's medication can be provided by one of the following methods:

1. Request the parent to accompany their child on the field trip to be responsible for administering medication.
2. If the parent is unable to attend, a teacher or other staff person who has been trained in medication Administration, provided by a registered nurse, may administer medication.
3. A teacher or other staff member can be certified to administer the medication on the field trip; however *this does not qualify the teacher or other staff member to administer medication on campus*. The teacher or other staff member can only administer medication on field trips.
4. School personnel on campus who have been certified to give medications can be assigned to accompany the class to administer the medication/treatment on the field trip.