

KORE Academy

Policy: **Administering Medication to Students**

Adopted: **04/18/2015**

Purpose: **To establish a procedure for the administration of medication during school hours.**

It shall be the policy of KORE Academy that the administration of medication to students during regular school hours should be discouraged unless necessary to maintain the student in school or in the event of an emergency.

Definitions:

- **Long-term prescription medication-** medication prescribed by a healthcare provider used to treat chronic illnesses. (Examples might include insulin for diabetes or stimulants for attention deficit disorders.)
- **Short-term prescription medication-** medication prescribed by a healthcare provider used to treat acute illnesses. (Examples might include antibiotics for infections or steroids for asthma.)
- **Over the counter (OTC) medication-** medication that does not require a health care provider prescription. (Examples might include ibuprofen (Advil), acetaminophen (Tylenol), and Tums.)
- **Routine/scheduled medication-** medication that is to be given at a specific time(s).
- **Emergent/rescue medication-** medication that is to be given in response to an urgent need. (Examples might include a rescue inhaler for asthma, epinephrine for an anaphylactic reaction, or glucagon for a hypoglycemic reaction.)
- **As needed/PRN medication-** medication that is to be given in a response to symptoms. Emergent/rescue medications are included within this group. Medications may be prescription or OTC. (Examples might include ibuprofen for menstrual cramps or decongestants for sinus problems).
- **Controlled substance medication-**medications that have a legitimate medical purpose but there is a potential for abuse and psychological and physical dependence. (Examples include stimulants for attention deficit disorders.)

Physician/Healthcare Provider Authorization for Medication

The **Authorization and Permission for Administration of Medication** form shall be completed by the licensed prescriber and student's parent/guardian prior to the dispensing of any medication to a student. The form must be renewed annually at the beginning of each school year. The form is required for both prescription medications and OTC medications. A new form is required with any changes with the medication regime (i.e. dose or scheduled time).

Authorization and Administration of Medication

Prescription medication

Prescription medication is to be delivered by the student's parent/guardian to a KORE delegate. The following is required:

1. Prescribed medication must be sent to the school in the original labeled container and the label shall include:
 - a. Name of the student/patient

- b. Name and address of the pharmacy
 - c. Name of the prescribing practitioner
 - d. Date the prescription was dispensed
 - e. Expiration date of the medication (no medication shall be administered beyond its expiration date)
 - f. Name of the medication, dosage and strength of medication
 - g. Route of administration
 - h. Frequency of medication
2. **Authorization and Permission for Administration of Medication** form.
 - a. A new authorization form is required with any changes in the medication regime (i.e. dose, time interval).
 - b. A new authorization form is required with each short-term prescription medication even if the student has taken the medication previously.
 3. If the medication is a controlled substance medication, the medication will be counted with both parent _____ and KORE delegate and documented on the student's daily medication administration record.

OTC medication

OTC medication is to be delivered by the student's parent/guardian to a KORE delegate at the beginning of the school year or when the need for the medication is established. The following is required:

1. OTC medications must be sent to the school in the original manufacturer's container with the student's name affixed to the container.
2. **Authorization and Permission for Administration of Medication** form.
3. If an OTC medication is an As needed/PRN medication, it shall only be administered for the stated reasons on the authorization form.
4. An OTC medication shall not be administered beyond its expiration date.

Trained KORE delegates administer medications

1. Medication will be administered by trained KORE delegates.
2. KORE delegates must attend an annual training session and demonstrate knowledge of appropriate medication administration.
3. KORE delegates will document administration of medication per policy.

- **Self-administration of medication by student**

Only emergent/urgent medication will be considered for self-administration by a student. The student will be evaluated on an individual basis regarding the need to carry emergency medication. The **Student Self Medication Administration** form is required and must be signed by the student's physician/healthcare provider and parent verifying the necessity and student's ability to self administer the medication appropriately.

Documentation of administered medication

1. Routine/Scheduled medication shall be documented on the **Medication Administration Record** when administered.
2. As needed/PRN medication shall be documented on the **Medication Administration Record** when administered.
3. Additionally, if an as needed/PRN medication is given, an **As needed/PRN medication Given Today** form will be sent home with the student.
4. As needed/PRN medication that is given for an urgent/emergent situation requires stated documentation plus additional phone call and/or steps as directed on the student's medical emergency plan.

Storage of medication

Except for emergency medications, all medications should be kept in an appropriately labeled, secure, locked container or cabinet accessible only to the responsible authorized school personnel/KORE delegates. Emergency medications are stored with the student's classroom emergency back pack.

Medication errors

Definition of medication error:

1. Administering the wrong medication
2. Administering the wrong dose of medication
3. Administering the medications at the wrong time
4. Administering the medication in the wrong route
5. Administering the medication to the wrong student
6. Failing to give a scheduled medication
7. Failing to document medication was given or inaccurate documentation of medicine given

Though delegates are trained on the correct administration of medication, error may occur. When a medication administration error occurs, the following guidelines will be followed:

1. The student is kept in the office with a delegate. If the student has returned to the classroom, the delegate will obtain the student and bring him/her to the office.
2. The student's status will be observed and documented.
3. The delegate will contact the parents of the student and/or health care provider.
4. If warranted, the delegate will contact the Poison Control Center for instructions.
5. The delegate will fill out a Medication Administration Incident Report form.

Field trips and medication administration

If a student is attending a field trip and is away when a scheduled medication is required, a trained delegate from KORE will be designated to administer the medication while the student is on the field trip. Emergency medications and medical information will accompany students in the emergency back pack any time the student is away from the classroom.

Refusal of medication

If there is refusal for the administration of medication from either the delegate or the student, the parent/guardian will be notified by phone. All attempts will be made to remedy the situation. (Examples of such situations may include but are not limited to: expired medication, improper information for the medication i.e. change in dose or frequency, no authorization form from healthcare provider or flat refusal from the student.)

General Medication Safety Guidelines

1. The first dose of any new medication should be given at home and not at school.
2. All medications, both prescription and OTC, must be brought to KORE by a parent/guardian and given to a KORE delegate.
3. Controlled substance medication must be counted by both the parent/guardian and a KORE delegate. The counted number will be noted on the medication log and signed by both parties.
4. Parent/guardian is responsible for ensuring that the school has an appropriate supply of medication for the student. When there is only a three day supply of medication left, a KORE delegate will send home the **Three Days of Medication Left Warning Sheet** and/or email the parent.
5. Medications shall not be given past the expiration date on the label.
6. PRN medications shall only be given for the stated reasons on the **Authorization and Permission for Administration of Medication** form.

Forms:

- **Authorization and Permission for Administration of Medication**
- **Student Self Medication Administration**
- **Medication Administration Record**
- **As Needed/PRN Medication Given Today**
- **Medication Administration Incident**
- **Three Days of Medication Left Warning Sheet**

(Medication Administration in the School Setting, Position Statement, National Association of School Nurses).