

1 **Browning Public Schools**

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3 Policy #

4 Policy Name: *Administration of Medication*

5 Regulation: #3416R

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7 **Administration of Prescription Medicines to Students**

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9 1. Only school personnel who have been delegated by the school nurse in consultation with the
10 school principal may administer medication.
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12 2. When a request for medication administration is made by a parent, they must be informed that
13 State Law requires a written physician order.
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15 3. Once the Physician order is received the school nurse must review the order with the parent
16 prior to administration.
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18 4. The physician order should be attached to the student's daily medical treatment record which
19 in turn must be kept with all medication in the office. The school nurse will review these
20 orders during the regular school visits. All permanent health records must be kept in the
21 student's cumulative file regardless of grade level.
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23 5. Medication must be received in the original pharmacy container with a label indicating the
24 name and telephone number of the pharmacy, the student's name, the physician name, the
25 name of the drug, the time/indication for administration and the dosage to be given. Over the
26 counter medication must also be in the original pharmacy container. Labeling requirements
27 are the same as those for prescription drugs. No more than a sixty (60) school day supply of
28 any medication intended for student use may be stored at school.
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30 6. Medication must be given as close as possible to the time ordered. The outside limit of
31 acceptability is one hour (unless otherwise directed by the attending physician) before or after
32 the specified time.
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34 7. When a student presents for medication, it is extremely important that s/he be correctly
35 identified. This should be accomplished by requesting that the student tell the delegatee
36 his/her name.
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38 8. Anyone administering medication is required to wash their hands prior to actual
39 administration. However, medication must not be handled directly. Dispense the medication
40 from the bottle into its cap and then into a pill cup or into the student's hand.
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42 9. The medication label must be read 3 times before giving the medicine to the student: 1) when
43 removing it from the locked container; 2) before pouring the medicine out of the bottle; 3)
44 after pouring the medicine out of the bottle.
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46 10. The nurse or delegatee must observe the student actually ingesting/inhaling the medication.
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48 11. After the medication has been administered, record the procedure on the student's
49 medication/treatment log sheet and sign.
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- 1 12. If an error in medicating has been made notify the building administrator, the parent and the
2 school nurse immediately. An incident report must be filed with the building administrator as
3 soon as practical.
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5 **Administration of Non-Prescription Medicines to Students**

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- 7 1. Over-the-counter, or non-prescription medication does not require a physician
8 signature.
9 2. *A Browning Public Schools Health Program Non-Prescription Medication Form* must
10 be completed yearly by the parent/legal guardian
11 3. The parent can bring in the non-prescription medication in the original container
12 clearly marked with the child's name.
13 4. It is recommended that the initial dose be administered at home or in the hospital in
14 case of adverse reactions (for new prescriptions)
15 5. School personnel reserve the right to review and deny requests for medication being
16 taken during school hours.
17 6. All medication must be stored in designated area that is to remain locked when not in
18 use.
19 7. Students must take medication in the presence of the School Nurse or designated
20 school personnel.
21 8. Administration of medication will be documented in the Health Log.
22 9. All medication, except those approved for keeping by students for self-medication, will be
23 kept in a designated locked container, cabinet or closet used exclusively for the storage of
24 medication.
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26 The school nurse or in her absence, the duly appointed delegatee (who has been trained to administer
27 medication) will be responsible for the key(s) to the locked cabinet(s). Access to all stored
28 medication will be limited to persons authorized to administer medications. Each school will
29 maintain a current list of those persons authorized to administer medications.
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31 **Administration of Glucagons**

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33 School employees may voluntarily agree to administer glucagons to a student pursuant to §20-5-412,
34 MCA, only under the following conditions: (1) the employee may administer glucagon to a diabetic
35 student only in an emergency situation; (2) the employee has filed the necessary designation and
36 acceptance documentation with the District, as required by § 20-5-412(2), MCA, and (3) the
37 employee has filed the necessary written documentation of training with the District, as required by §
38 20-5-412(4), MCA.
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40 **Disposal of Medication**

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42 All used syringes and other similar materials will be properly disposed in an appropriate biohazard
43 container maintained in the nurses' office. Biohazard containers will be disposed of in accordance
44 with all applicable health regulations.
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46 School personnel must either return to parent or destroy (with permission of parent or guardian) any
47 unused, discontinued or obsolete medication. Medicine which is not repossessed by the parent or
48 guardian within a five (5) day period after the student's last day of school or on the last day of the
49 school year will be destroyed by the school nurse in the presence of a witness.

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Cross Reference:

- Legal Reference:** 20-5-412 MCA parent-designated adult administration of glucagons
20-5-420 MCA self-administration or possession of asthma, severe allergy or anaphylaxis medication
20-5-421 MCA 20-5-421 Emergency Use of Epinephrine
20-5-426 MCA Use of Opioid Antaganist in School
37-8-202 MCA
8.32.1701 ARM
8.32.1704 ARM
8.32.1705 ARM
8.32.1708 ARM
8.32.1709 ARM
8.32.1712 ARM

Policy History:

Adopted on: 11/25/97
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