

C. Medication Policy

Medications are generally administered by an Unlicensed Assistive Personnel under the supervision or direction of a school nurse. Medications are given at school as a courtesy to parents. Medications not necessary for attendance may be refused and some prescribed medications may be refused at the nurse's discretion due to safety issues. The following requirements are to be met before medication is administered at school:

1. All medications must be stored and administered from the original containers with the most current, dated labels. The student's name must be on the prescription label. The medication label is not to be changed in any way. (Name of child, dosage, and time given.) Parents are responsible for getting the medications to and from school. Upon receipt at school, medications will be counted and documented on the Medication Tracking Form, in the presence of the parent. Both the parent and the nurse or UAP will sign the Tracking Form to verify medication quantity. An appointment with the nurse is required to assure the nurse is available to receive medication.
2. A parent must sign medication forms giving school personnel permission for administering medications to their child. The dosage on the medication container and the dosage on the medication permission form must be identical.
3. No medication will be given unless it is specifically ordered by the child's physician to be given during school hours. Medication ordered to be given 1, 2, or 3 times a day will be given at home unless specifically ordered to be given during the school day.
4. Morning medications will not be given at school. Parents will be responsible for administering morning medications prior to their students arriving at school. Exceptions to this rule must be approved by the Director of Student Services.
5. All pills should be administered with water. The student must swallow the oral medication in the presence of the adult administering the medication.
6. For Postive Attitude Renwal (PAR), medication(s) will be transported by the parent for administration during the school day. The parent will be responsible for transporting the medication(s) back to the home school. The home school will be responsible for faxing the supporting documentation to the PAR school nurse.
7. For Field Trips, controlled substances will only be sent for administration if a nurse is attending the field trip. Medications should be counted before being taken from the school and then counted again on return to provide accountability for controlled substances. Administration of medication should be documented on the Medication Administration Record. Inhalers and Epi-Pens may be sent with the teacher on the field trip for use while away from school. Those medications will also be signed out on the Medication Tracking Sheet and signed back in when returned to school.
8. Medications such as inhalers and auto-injectable epinephrine may be kept with the student provided that all district guidelines and state requirements (ACA 6-18-707) are met as stated in the inhaler and auto-injectable polices. Non-prescription inhalers will not be allowed at school without a written doctor's order. Stock epinephrine is only available if a doctor prescribes it for the district.
9. The school system is not responsible for reactions caused by medications that are properly administered.
10. If questions concerning a medication arise, school personnel have the right to call the doctor/pharmacist regarding medications. The parent/guardian will be notified.

11. Due to the possibility of choking hazards, no cough drops, throat lozenges, or medicated suckers will be given at school.
12. Narcotic medications such as cough syrups with codeine and pain medications will not be given at school. With a written doctor's order, non-aspirin products may be given for pain management. The doctor's order must be for a specified and appropriate length of time.
13. Stock Narcan (Naloxone HCL) may be kept for treatment of suspected opioid overdose. See Narcan protocol.
14. All medications should be kept in a locking cabinet in the office to be administered by the Unlicensed Assistive Personnel or School Nurse. Controlled substances should be kept in a double locking cabinet and counted once a month, and as needed. This count should be documented on the Medication Administration Tracking sheet and monthly report form maintained in the central nursing office with discrepancies noted and reported to the Lead Nurse and Fort Smith Police Department, if deemed necessary. Only the licensed nurse will administer controlled substances at school.
15. With written permission from the parent/guardian, inhalers and epi-pens may be sent home with the students at the parent's request or at the end of the school year. Controlled substances must be picked up by the parent at the end of the school year. Any controlled substances remaining on the last day of school will be sent to the Fort Smith Police Department for destruction.