

ADMINISTRATION OF MEDICATION

5.62

The goal of the school system regarding the administration of medication is to assist students in maintaining an optimal state of wellness, thus enhancing the educational experience.

Please be reminded that the authority to administer medications to your child must come from you as the parent/guardian and the prescriber when medication is prescribed. Please contact your child's school nurse regarding administration of medications.

1. Medication Forms: Prescribed medication including over the counter medication is administered only upon receipt of a correct, current completed School Medication Prescriber/Parent Authorization Form (PPA). Over the counter medications also require a prescriber's authorization. This form is available from your child's school nurse. Please ensure the PPA matches the pharmacy label. These forms have to be renewed yearly. Also, an updated form is needed when a medication dosage is changed or time to be administered is changed. A discontinue order from the medication prescriber is required to discontinue medications. The school nurse cannot implement changes in a medical order from the parent or guardian. A prescriber order is required.
2. Delivery of Medication: All prescription medication must be in a current, pharmacy—labeled prescription container. All over the counter medication must be in a sealed—unopened, manufacturer-labeled container. The parent/guardian (not the student) should deliver the medication and the PPA to the school nurse.
3. Acceptance of Medication: Both the parent/guardian and the licensed nurse or medication assistant will sign the back of the Medication Administration Record (MAR) to verify the amount received or retrieved. Students must not deliver or carry any type of medication to and from school except those that have been authorized for self-administration/self-carry by the school nurse.
4. Storage of Medication: All medication must be stored in the school health office according to ALSDE/ABN guidelines. Exceptions to this rule are medications prescribed to prevent or treat medical emergencies that have been authorized by the school nurse.
5. Emergency Medication: A student may carry his/her emergency medication on his/her person for self-administration with proper authorization on the School Medication Prescriber/Parent Authorization Form (PPA) and after demonstration of proper administration to the school nurse.
6. Expired Medication or Needed Inventory of Medication: The parent/guardian will be notified when medications expire and when medication inventory is needed. Expired medication must be picked up within two weeks of notification. If not picked up within this time frame, the medication will be destroyed in accordance with guidelines. It is the parent/guardian's responsibility to bring additional medication to school. If medication is not brought in a timely manner, the prescriber will be notified.
7. First Dose of Medication: The first dose of any new medication or change in dosage (increase or decrease) of a current medication should be given at home with the exception of emergency medications (ex EpiPen).
8. Suggested Recommended Medication Administration of Early Morning AM Medications and Antibiotic Medications: It is recommended that AM medications be administered at home before school. Also, when a medication is prescribed for three times a day it should be given at home; just before leaving for school, upon returning home in the afternoon, and at bedtime (ex antibiotics).

CHAPTER 5.00 – STUDENTS

9. If a medication is administered to a student other than the school nurse or medication assistant, it must be administered by the parent/guardian.
10. End of Each School Year: The parent/guardian must pick up all medications on or before the last day of classes or the medication will be destroyed.

REFERENCES:

**CODE OF ALABAMA
16-8-8**

HISTORY:

**ADOPTED: OCTOBER 11, 2007
REVISED: JULY 18, 2013; JUNE 8, 2017 _____
FORMERLY: JGC**