

Integrated Day Charter School
Governing Board



Policy Series: 5000

Policy Number: 5304

ADMINISTRATIVE REGULATION 5304.1

STUDENT HEALTH **AUTHORIZATION AND ADMINISTRATION OF MEDICATION**

The following procedures will routinely be followed in order to implement the Board of Directors policies for the authorization and administration of medication.

Procedure – Administration of Medications

1. All medication will require completion of the “Authorization for the Administration of Medicine by School Personnel form.
2. Medication must be transported to and from school by a parent/guardian and delivered to licensed nursing personnel. The nurse will accept the responsibility for storing and securing all medications and will develop a medication administration plan.
3. All medication will be in its original container, properly labeled with the student’s name and the name of the medication. Prescriptions will be labeled with the student’s name, the name of the drug, strength, dose, frequency, prescription number, physician’s or dentist’s name and date of the original prescription. Medication will only be administered to the student for whom it has been prescribed.
4. Medication will be administered by licensed nursing personnel in the health office. In the absence of a licensed nurse, the director and teachers that have been properly trained may administer medication to students. A list of the director and teachers who have successfully completed the training will be posted in the nurse’s office. Injectable medications may be administered by a director or teacher only to a student with a medically diagnosed allergic condition, which may require prompt treatment to protect the student against serious harm or death. A list of students having allergic or death-threatening conditions will be distributed to teachers at the beginning of each school year. The list will be revised throughout the school year as necessary. Investigational drugs may not be administered by a director or teachers.
5. Controlled drugs will be counted and documented by the parent and nurse receiving the medication.
6. Long-term orders will be renewed annually at the beginning of the school year (i.e., inhalers, epi-pens only)
7. Telephone orders will be accepted by the school nurse as a last alternative (See documentation section).

5304.1

Procedure- Administration of Medication on Field Trips

1. A single dose of medication will be prepared by the nurse, placed in an appropriately labeled envelope and given to the person designated to administer it during the field trip. The individual who administers the single dose of medication must document this on the individual medication record upon returning to the school.
2. Multiple doses of a medication will be transported in a travel pack (limited quantity prescription) obtained from a pharmacist. The travel pack provided by the parent/guardian must have its own proof of use for controlled substances. Proof of administration may then be affixed to the individual medication record upon returning to the school.
3. Medication transported on a field trip must be stored in a safe manner on the person of the individual designated to administer it.

cf. 5304