

Integrated Day Charter School
Governing Board



Policy Series: 5000

Policy Number: 5304

ADMINISTRATIVE REGULATION 5304.2

STUDENT HEALTH **SUPERVISION OF MEDICATION ADMINISTRATION**

In order for the school nurse to supervise personnel administering medication, and insure that Board Policies for the administration of medication are implemented, the following shall apply.

PROCEDURES

The nurse's schedule will allow her to be regularly available to:

1. Review medication orders and changes and communicate this information to appropriate personnel.
2. Set up medication plans and schedules with other licensed nursing personnel.
3. Provide training to school personnel (refer to the section on Training of School Personnel).
4. Support and assist school personnel to prepare for their responsibilities regarding the administration of medication.
5. Communicate daily via telephone with other nurses for consultation purposes.
6. Perform a monthly review of all documentation pertaining to the administration of medications for students as required by Section 10-212a-7(c)

The school nurse will observe newly trained director and teachers administering medication to designated students. This will be documented on the Record of School Personnel Trained in Medication Administration.

As needed, the school nurse will review and inform nurses, director and teachers about the changes of health and medication needs of students.

cf. 5304