

Integrated Day Charter School
Governing Board



Policy Series: 5000

Policy Number: 5304

ADMINISTRATIVE REGULATION 5304.3

STUDENT HEALTH **HANDLING, STORING AND DISPOSAL OF MEDICATION**

The following procedures will routinely be followed in order to implement the Board of Directors policies for handling, storing and disposal of medication.

PROCEDURES

1. All medications except those approved for self-administration, shall be received by the nurse. The medication authorization form and the medication will be examined at this time. Controlled drugs shall be counted in the presence of a witness upon receipt and initial examination. Following initial examination, the nurse will count controlled drugs as necessary and appropriate. If all criteria are met according to policy, a plan shall be established prior to medication being administered by any school personnel.
2. The school nurse will ensure that all medication except those approved for self administration, are kept in a cabinet or drawer used exclusively for this purpose. Controlled drugs shall also be stored separately from other medications in a separate, secure cabinet or drawer that is locked.
3. Medication requiring refrigeration shall be stored in a refrigerator set between 36 and 46 degrees Fahrenheit. Non-controlled drugs will be stored directly on the shelf. Controlled drugs will be stored in a locked box affixed to the refrigerator shelf.
4. If a controlled drug is lost (i.e., falls into the sink and dissolves), the individual administering the medication must verify the incident in the presence of a second person. The “witness” must confirm the presence or absence of a residue. The individual administering the medication and the “witness” must jointly document this event, noting the presence or absence of a residue. If no residue is present, the nurse will notify the Drug Control Unit of the Department of Consumer Protection.

cf. 5304
5204
5212