



ADMINISTRATIVE REGULATION

STUDENT HEALTH DOCUMENTATION AND RECORD KEEPING

The following procedures will routinely be followed in order to implement the Board of Directors policies for the documentation and record keeping of medication administered.

PROCEDURES

Upon receipt of written authorization from the physician or parent/guardian, the following actions will be taken.

1. In conjunction with other licensed nursing personnel, a plan for administration will be established by the school nurse.
2. The school nurse will complete the Individual Student Medication Record form. Completed forms shall be kept alphabetically, according to the student's last name, in a three-ring notebook.
3. All documentation of medication administration shall be recorded in permanent ink.
4. A separate Medication Record form shall be used for each student and for each medication ordered.
5. Documentation errors shall be slashed once in ink and initialed by the person making the error.
6. The medication authorization forms from physicians and/or parents, and completed Medication Records shall be filed with the student's cumulative health file.

If a student is to participate in the self administration of medication program, a completed form and a signed "contract" form shall be placed in the student's cumulative health records.

Verbal or telephone orders for a change in the administration of any medication will only be accepted by a school nurse as a last alternative, using the Verbal/Telephone Order form. A Verbal/Telephone Order form shall be completed in duplicate by the school nurse.

1. The original will be sent to the physician for his/her signature and returned to the Health Office within three (3) school days of the order.
2. The copy will be filed in the student's cumulative health record.
3. When the original is signed and returned, it will be stapled to the copy and filed in the student's cumulative health record.
4. Verbal or telephone orders, that have not been signed by the physician and received by the Health Office within three (3) school days, will be discontinued.

Individual medication administration records, physician's signed orders and parental authorization will be retained for a minimum of seven (7) years following the last entry.

cf. 5305

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