

Integrated Day Charter School  
Governing Board



Policy Series: 5000  
Policy Number: 5306

## **ADMINISTRATIVE REGULATION 5306.1**

### **STUDENT HEALTH** **REGULATION FOR HANDLING ERRORS IN MEDICATION ADMINISTRATION**

- A. Medication errors shall include:
  - 1. Omission of medication, excluding omissions for absence or illness (i.e., vomiting). This shall be documented on the student's Medical Record.
  - 2. Delayed administration of medication.
  - 3. Any or all administration of wrong medication, wrong dose, wrong student.
  - 4. Too much medication given.
- B. The nurse/director/teacher making the medication error shall complete in ink Form, entitled "Medication Error or Incident Report". This report shall be kept in the student's cumulative health records.
- C. The following person shall be notified via telephone by the nursing person or director in the event of a medication error:
  - 1. Physician prescribing medication.
  - 2. If unable to contact physician prescribing medication, contact student's primary physician.
  - 3. School nurse.
  - 4. Parents/guardian.
- D. The student will be transferred to the medical facility deemed appropriate by the physician.
- E. In the absence of the school nurse, other licensed nursing personnel, in conjunction with the director, will be responsible for taking the appropriate actions as described.
- F. Medical treatment orders and advice from either the prescribing or primary physician shall be acted on by the school nurse. This is the only circumstance in which a telephone order will be received. The telephone order shall be documented on Form entitled "Verbal or Telephone Medication Orders". The original will be sent to the physician for signature and returned to the school in no more than three (3) school days. The copy of the order shall be kept in the student's cumulative health record until the original signed order returns.

cf. 5306