**PRINGLE-MORSE CISD**

**MEDICATION ADMINISTRATION POLICY**

1. **Introduction**

Prescription or non-prescription medication required by a student should be administered at home by a parent or guardian whenever possible. Medications prescribed three times a day or less should be given at home unless a specific time during school hours has been prescribed by the physician. This avoids unnecessary disruption of the student’s school day. PMCISD recognizes, however, that is may be necessary for a student to receive medication during school hours. When home administration is not possible, authorized PMCISD staff may assist in the administration of medications to students during school hours in accordance with this policy and Board policy. School nurses will act in compliance with the Nurse Practice Act (NPA) at all times and will not administer medication in a manner that conflicts with their professional duties and expectations under the Nurse Practice Act or PMCISD policies.

1. **Administration of Medications**
   1. The school shall accept no more that a 30-day supply of a student’s medication.
   2. The school shall not administer expired medications.
   3. The Nurse Practice Act of Texas requires clarification of any medication order that the nurse has reason to believe is inaccurate, non-efficacious, or contraindicated by consulting with the appropriate licensed practitioner.
   4. A parent or guardian must pick up all medication after it is discontinued. Medications will be destroyed if not picked up within 2 weeks after the last prescribed dose has been administered.
   5. End of year medications must be picked up by parent or it will be destroyed. Student medication will not be stored on campuses over summer.
   6. Medications prescribed by out-of-state physicians who are registered and licensed to practice medicine in the USA may be administered up to 30 days. After 30 days, the parent must provide a prescription issued by a physician licensed to practice medicine in the State of Texas.

III**. Location/Storage for Medication**

All medication brought to school, including over-the-counter medications, shall be kept in the school clinic in a locked container.

**Students are not permitted to carry any medication (prescription or over-the-counter).** Exceptions as follows:

**1.** A student whose physician has diagnosed him/her with:

Asthma

Anaphylaxis

Diabetes

These students may be allowed to carry and self-administer medications prescribed for these conditions when a complete asthma, severe allergy, or diabetic management and treatment plan is received. These plans will include a written request and signature from the prescribing physician stating it is medically necessary for the student to have the medication prescribed for asthma, anaphylaxis, or diabetes management available for immediate administration.

a. The parent and the physician’s written request is valid for one

school year and must be renewed at the beginning of each

school year.

b. The student must demonstrate the ability to properly self-

administer the medication and express understanding of safety

factors and responsibility related to carrying medication. The

student must comply with the instructions, lack of compliance

will be reviewed by PMCISD.

c. The student must carry the inhaler or emergency medication in

the properly labeled original container.

d. PMCISD reserves the right to require any medication to be kept

in the Nurse’s office.

2. Cough drop storage—Most cough drops contain menthol as their

active ingredient. Menthol is derived from peppermint oil which

provides a cooling effect on mucous membranes. Due to the minimal

problems associated with peppermints or peppermint oil; the following

procedures for cough drop usage are:

a. Elementary school: Students may not carry cough drops with

them at school. They may bring cough drops to school with a

note from a parent and the cough drops will be dispensed by the

classroom teacher or school nurse.

b. Middle School: Students are allowed to carry cough drops with

them at school. A student should bring only enough cough drops

use that day.

**IV. Written Request**

A. According to Section 22.052, Education code, any medication

Administered to a student in a Texas school must have a written

request/administered to a student in Texas school must have a written

request/authorization from the student’s parent or legal guardian and

must be in original container and be properly labeled.

B. An Asthma, Severe Allergy or Diabetic Management Plan must be

completed by the parent/guardian and signed by physician for

medications pertaining to theses conditions.

1. A form or plan is valid for the current school year and must be

renewed at the beginning of each school year.

2. A new physician’s order must be completed for any changes to an

original medication order.

3. All medication orders for prescription or over-the-counter medications

must include written clarification with the dosage, frequency and

indications for administration. Orders that state “ use as directed” or

“use as needed” will not be accepted and the medication will not be

administered without further completion of the order.

**V. Medication Container**

Medication (prescription and non-prescription) that is brought to school must

be in the original, properly labeled container.

1. A properly labeled prescription medication is one with a pharmacy label

that includes the student’s name, name of medication, dosage that

matches the parent/doctor request form, physician’s name, times and

methods of administration, and date prescription was filled. The parents

should request the pharmacist to dispense two labeled bottles of

medication if the medication must be administered at school – one for

home and one for school.

2. A new pharmacy label is required for any permanent medication dosage

changes. (A doctor’s written order will e accepted for a temporary

change and until a new label can be obtained.)

3. Over-the-counter medication must be labeled with the student’s name

and have an expiration date.

4. Medication in plastic baggies or other non-original containers will not be

administered.

5. All sample medications (including inhalers) dispensed by doctors must be

accompanied by the doctor’s written authorization/prescription for the

administration of the medication.

**VI. Transportation and Check-In Process**

A. Controlled Medications

1. For the safety of your child and other children, that medications

categorized as controlled substances including, but not limited to

Ritalin, Adderall, Methyphenidate, Tylenot #3 (contains codeine) be

transported by the parent or guardian. If the student rides on a bus,

the parent may give the bus driver the medication with the number of

doses written down.

2. The school nurse or designated assistive personnel will record the

number of doses of controlled medications delivered to the school.

B. Non-Controlled Medications

1. For student safety, it is encouraged that parents/guardians transport

medications (controlled and non-controlled) to and from school. Bus

students can utilize the bus driver for transport.

**VII. Documentation**

A. The nurse or designee shall record each dosage of medication

administered on the student’s individual medication record. The date,

time, and signature of the person administering the medication are

required.

B. An Incident Report must be completed for any medication error (e.g.,

frequently missed doses, incorrect medication, incorrect dosage, etc.).

The Incident Report will be reviewed by the school nurse.

**IX. Herbal Medications**

PMCISD will administer home remedies, plants, hers, vitamins, essential

oils and other non-traditional forms of medicine at school. This decision not

to administer unregulated substances is based, among other reasons, on

the following rationale:

*All medication administered in the school setting must be approved by the*

*Food and Drug Administration (FDA). The 1999 Dietary Supplement and*

*Health Education act created a “supplement” category of pharmaceuticals*

*that includes vitamins, minerals, oils and herbs, which do not require proof*

*of efficacy or safety and do not provide standards for purity and*

*equivalence to similar products from other manufacturers. The FDA has*

*not evaluated these products.*

*1. The Texas Standards of Professional Nursing Practice require the*

*nurse to know the rationale for and the effects of medication to*

*correctly administer them.*

*2. The purity and consistency of herbal preparations cannot be*

*verified from batch to batch or manufacturer to manufacturer.*

*3. Dosage guidelines do not exist for the administration of herbals*

*to school age children.*

**X. Medication on Field Trips or Athletic Trips**

A. Any medication that must be sent on a field trip must be in the properly

labeled original container or in a properly labeled unit dosage container.

Either container should have only the required number of pills to

administer on the field trip or athletic trip. A registered nurse of another

qualified district employee must fill the properly labeled unit dosage

container from the original properly labeled container.

B. The parent/guardian may submit written permission for the school

to waive a dose of medicine for the field trip or athletic trip if the

medication can be safely rescheduled or omitted.

C. The principal designated staff member or school nurse who will

Administer medications on a field trip or athletic trip will follow PMCISD

Policies and Procedures for medications. The responsibility of

Administering medications to students, other that their own, cannot be

delegated to parents or other chaperones.

**XI. Training**

A. The school nurse will train all school personnel whom the principal

has designated to administer medication prior to their administration

of any medication.

B. The Medication Administration Training checklist form will be filled out

For each principal designee every year.

**SKILLS CHECKLIST FOR MEDICATION ADMINSTRATION**

Person trained:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Instructor:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Types of Medication Administration (Oral, topical, etc.)

A. Preparation

1. Verifies authorization of parent’s note with prescription label (student’s

name, date, medication, and dosage).

2. Seeks information for questions and dose calculations.

B. Procedure

1. Washes hands

2. Gathers necessary equipment

3. Checks label of medication for name, time, dose, and route when picking

up medication container

4. Prepares the correct dosage of medication without touching medication

if possible by pouring into lid cap and then medicine cup or directly

into medicine cup if liquid.

5. Rechecks label for name, time, dose, and route while preparing dose.

6. Rechecks label when returning medicine to locked cabinet.

7. Does not leave medication unattended or within student’s reach.

8. Identifies student by asking name

9. Observes student for any unusual behaviors or conditions prior to

administration. If any noted, does not give medication and reports

to nurse, parent or principal

10. Explains procedure to student

11. Positions student properly for administration

12. Administers correct medication to correct student at correct time. in correct

dose and correct route.

13. Cleans, returns and/or disposes of equipment as necessary

14. Washes hands

C. Recording

1. Records as soon as possible on medication sheet: name, time, dose, route

and person administering medication

2. Records any unusual observations in the Nurse Referral document and

informs the nurse, parent, or principal

3. Reports any medication errors.