

Administration of Medication in Schools



**Catholic Schools
Diocese of Wheeling
Charleston**

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There's No Place Like Home!

Our Catholic Schools recognize that students may need to take medicines at school. However, to minimize disruptions to the school day, medicines should be taken at home rather than at school whenever feasible.

Healthy Students Learn Better



Guidelines for Medication Administration at School

1. **All prescription** medicines require written authorization from the parent/guardian **AND** a licensed health care provider. All **over the counter** medications administered by school personnel during school hours require written authorization from parent/guardian. Over the counter medication authorization from a licensed health care provider **may be required** for repeated usage or at the discretion of the school administrator. Schools are to use the **Medication Administration Authorization Form** for each medication requiring a new form each year.
2. **All medicines** must be brought to school by a parent/guardian in the original container appropriately labeled by the pharmacy/ physician/ manufacturer indicating student's name, medication name and dosage.
3. **All medicines** must be kept in a locked, secure place. Refrigerated meds. should be kept separate from food items.



Guidelines continued:



4. Annually, the principal will designate school employees to be responsible for the security and administration of medicines in each school.
5. The person(s) who have been designated by the principal to administer and secure medications in the school shall maintain records of medication administration to the student as follows:

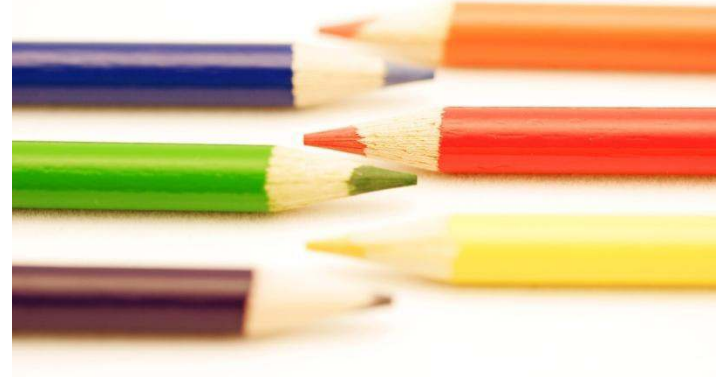
Medication Administration Record (MAR):

- a. One record is used for each medication the student is being administered.
- b. At the time of administration, initial the appropriate date, log the time if different than the prescribed time listed on the top of the record.
- c. The person administering the medication shall place their signature on the MAR only one time in the course of the school year. All other documentation, use initials only.
- d. Each time a parent/guardian brings medication to the school, log the date, amount and signatures of person brings and receiving the medication utilizing the “Recipe of Medication Form”.
- e. The MAR is a legal document and must be kept with each student’s health information.



Follow the 6 Rights of Medication Administration

- Right **STUDENT**
- Right **MEDICINE**
- Right **DOSE**
- Right **TIME**
- Right **ROUTE**
- Right **RECORDING**

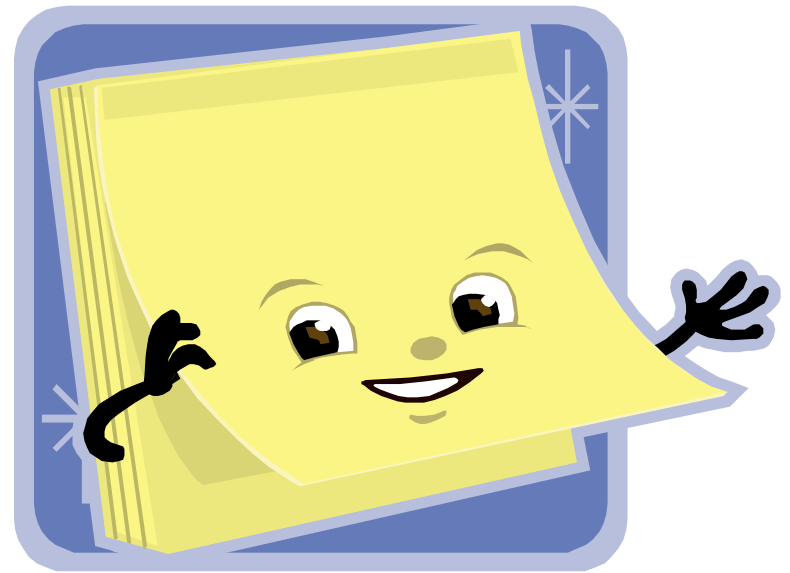


Right STUDENT

- Check and double check the student's name. Ask the student his or her name. Ask someone who is familiar with the student to identify him if you're not sure of the student identity.

Use **Two Identifiers** for safety

- This can help safeguard that the student receiving the medication is the correct student.
- Student's **NAME**
- Student's **BIRTHDAY**



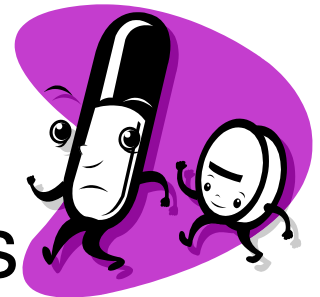
Right MEDICATION



- Compare the Medication name on the medicine label with the directions from the physician on the *Medication Administration Authorization Form*. The names should match.
- Be aware Brand names and/or Generic names may be listed, if in doubt, call the parent/guardian for clarification.

Right DOSE

- Compare the dosage on the medication label to the directions on the “*Medication Authorization Form*”.
- Note strength of medicine (i.e. 25mg) & note amount to be given: (1 tab., ½ tsp., 1Tb., etc.)
- Parents must provide appropriate measuring tools for liquid medicines

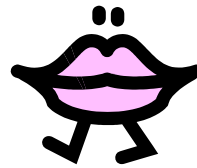


Right TIME

- Compare directions on the “*Medication Administration Authorization Form*” with the label on the medication bottle. If the directions differ, clarify with the parent/guardian.



Right ROUTE



- Compare the *Medication Administration Authorization Form* with the label on the medication bottle for the correct route (oral, topical, ear drops, eye drops, inhalation etc.)

Right RECORDING

- After an individual student's medicine has been administered, utilize the documentation tool to record the time given and the signature/initials of the person administering the medication.
- Never use white out or scribble out mistakes.
- If a mistake is made, mark through the error with one line placing your initials next to it.
- Remember the forms are legal documents



Procedure for Administering Medication

- Wash Hands
- Do not touch medicine with hands. Use lid to dispense or small medicine cups.
- Practice the 6 Rights
- Document on log when the medicine is given. Also document if the medicine is not available or the student refuses to take the medicine. The parent/guardian is to be notified in those cases.
- Maintain confidentiality
- If an error occurs while giving medicine, notify the principal immediately.



Procedure continued:

- Stay with student until medication is swallowed
- Do not crush/split pills or open capsules without instructions to do so by the physician. When applying topical medication (patches or ointments) wear gloves & rotate sites (left side/right side) with medication patches to avoid skin irritation.



SELF-ADMINISTRATION

- Students may be permitted to carry and self-administer medications for asthma or other potentially life-threatening illnesses.
- *Self-Administration of Medication Form* must be completed indicating that the health care provider feels it is necessary for the student to carry the medicine and that the student is competent in self administration.
- The student is to notify school personnel if they self administer a dose of medication while at school (i.e. asthma inhaler)
- This is to be documented on the students medication administration record kept at the school.



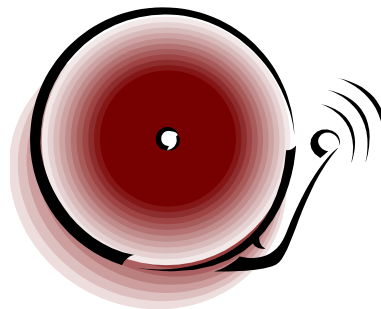
Over-The Counter Medications



- Schools should not keep bottles of over-the-counter medications in the school.
- Some students may have a chronic problem like headaches or cramps or a temporary health problem that may require over the counter medication such as a Tylenol or cough syrup while at school.
- This is discouraged during the school day unless absolutely necessary. The parent/guardian **MUST** have completed a “*Medication Administration Authorization Form*” and provided the medication in the original container with the child’s name affixed, the dose they are to receive, and how often they are to take the medication if needed.
- Be sure to keep a close eye on how often the student is requesting the medication and the reason.
- Contact the parent/guardian if the frequency of the use seems to be of concern.
- Refer to the Department of Catholic Schools Policies.

Student Medication Safety

- The health and welfare of the student is paramount in all decisions regarding the administration of a medicine. Therefore, if school personnel have concerns regarding the appropriateness of a medication administration or dosage for a student, verification should be obtained from the parent/guardian or physician prior to administering the medication.



Possible Side Effects of Medication

COMMON

Drowsiness

Dizziness

Fatigue

Headache

Loss of appetite



CONCERN

Rash

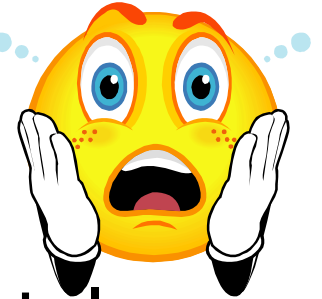
Heart Racing

Shortness of breath

Tightness in chest

- *Report any concerns immediately to the parent/guardian and notify EMS as appropriate*

What to do is a dose is missed or a wrong med. is given?



- Notify the parent/guardian immediately
- Observe youth for any adverse reactions
- Seek medical attention if appropriate
- Complete an “*Medication Administration Incident Report*”
- Forward the report to the Department of Catholic Schools as soon as possible

CONFIDENTIALITY

- Written information maintained by the school or school personnel regarding a student's medicinal or health needs is confidential.
- Do not discuss a child's health issues or medication issues with others
- Parents and students must be afforded all rights under FERPA and state confidentiality laws



- IT CAN GET CRAZY AT SCHOOL!



- Remember, it is best if the student takes their medication at home.
- However, when it is necessary, we want to provide the safest environment in our schools for administration of medicine when necessary.

