

**ADMINISTERING MEDICINES TO STUDENTS
DEFINITIONS**

A. Assistance with self-administration of medications: The term "assistance with self-administration of medications" means helping a student with one or more steps in the process of taking medications, but not actual administration of medications. Assistance with self-administration of medications may include opening the medication container, reminding the student of the proper time to take the medication, helping to remove the medication from the container, and returning the medication container to proper storage.

B. Administration of medications: The administration of medications is a nursing function. The steps in medication administration entail removing an individual dose from a previously dispensed, labeled container, including a unit dose container, verifying it with the physician's order, giving the individual dose to the student for which it is prescribed, and promptly recording the time and dose given.

The licensed nurse may delegate the following tasks:

1. Administration of scheduled medications by oral, rectal, or topical route;
2. Measuring of a prescribed amount of liquid medication or crushing a tablet for administration if the licensed nurse has calculated the dose; and
3. Administration of schedule II controlled substances listed in SDCL 34-20B-16 and 34-20B-17 which have been prescribed and labeled in a container for a specific student.

Medication administration may be delegated only to those individuals who have successfully completed a training program approved by the board pursuant to 20:48:04.01:14. Approval of the training program must be renewed every two years.

The training curriculum must include sixteen (16) hours of classroom instruction. The training instructor must be a Registered Nurse with at least 2 years of clinical experience. The training may include other methods such as videos, self-study modules, computerized learning, etc. An additional four (4) hours of clinical or laboratory instruction must be included in the curriculum. Tests are developed for each unit in the curriculum, including a final test. A skills performance evaluation must be conducted.

After training, supervision of medication administration must be provided by a licensed nurse as outlined in 20:48:04.01:02.

C. Self-administration of medications: A student may be responsible for taking his or her own medication without assistance after school personnel have determined that the following requirements are met:

1. The student has Option 1 of the Request and Authorization for Medication Treatment form signed by a parent or guardian and the form on file in the school office.
2. The student should be able to identify the appropriate medication and knows the frequency and time of day for which the medication should be taken.

HANDLING, STORAGE, AND DISPOSAL OF ADMINISTERED MEDICATIONS

A parent/guardian or designated responsible adult should deliver to the school all medications to be administered by school personnel.

- ❖ The medication must be provided in a pharmacy or manufacturer-labeled container, identifying the name and telephone number of the pharmacy, the student's name, physician's name, and correct dosage of the drug to be taken.
- ❖ School personnel receiving the medication should document the quantity of medication delivered.
- ❖ In extenuating circumstances, the medication may be delivered by another person, provided that school personnel are notified in advance by the parent or guardian of the arrangement and the quantity of medication being delivered to the school.

All medications should be stored in their original pharmacy or manufacturer-labeled containers and in such a manner as to render them safe and effective. Expiration dates should be checked.

All medications supervised by school personnel should be kept in a cabinet used only for medications and must be kept locked, except when opened to obtain the medications.

Access to stored medications should be limited to persons authorized to supervise medications. Access to keys and knowledge of the location of keys should be restricted to the maximum extent possible.

Parents or guardians may retrieve the medication from the school at any time.

No more than a thirty (30) school day supply of the medication for a student should be stored at the school.

Where possible, all unused, discontinued, or outdated medications should be picked up by the parent or guardian and appropriately documented by school personnel. All medications should be picked up on or before the last day of school or within one week after the last dose has been given. If the medication is not picked up, it will be disposed of.

DOCUMENTATION AND RECORD KEEPING

Each school that administers medications to students should maintain a medication record for each student.

- ❖ The record should include the Medication Administration Record and the Request and Authorization for Medication Treatment form, with Option 2 completed.
- ❖ The Medication Administration Record should contain:
 - the dose or amount of medication taken;
 - the date and time the medication was taken, or omitted, including the reason for omission;
 - the initials of the school personnel assisting with the administration.
- ❖ All documentation should be recorded in ink and should not be altered.
- ❖ The completed Medication Administration Record and the Request and Authorization for Medication Treatment form that are pertinent to the administration of the medication given should be filed in the student's cumulative health record.

REPORTING AND DOCUMENTATION OF MEDICATION ERRORS

A medication error includes any failure for a particular student to take a medication as noted on the Request and Authorization for Medication Treatment form. This includes:

- failure to take the correct medication;
- within the appropriate time frames;
- in the correct dosage;
- to the correct student;
- by the correct route.

In the event of a medication error, school personnel should notify the parent or guardian immediately, and should document the effort to reach the parent or guardian. The parent or guardian should be responsible for contacting the physician, if necessary.

Medication errors should be documented by school personnel on the Medication Administration Record. These records should be maintained in a designated location or in the student's health record.

School personnel should review records of medication errors and take necessary steps to ensure appropriate medication administration in the future.

ADMINISTRATION OF OVER-THE-COUNTER MEDICATIONS

Over-the-counter (OTC) medications, like any other medications, are potentially hazardous to the health of students, based on the quantity given, potential side effects, interactions with other medications, and untoward reaction. Recent studies linking aspirin to Reye's syndrome in the young child have shown the potential danger, demonstrating that there are areas of drug reactions in children for which we have little information. OTCs do have their place, but they should not be taken casually.

Furthermore, society is increasingly relying on OTC medications for conditions that, if investigated, might have a simple resolution of a problem (e.g., if the child does not eat and gets hypoglycemia, a headache may result). Mere dispensing of an OTC medication will not help the underlying cause.

It is recommended that school personnel adopt the same guidelines for over-the-counter medications as they would for prescription medications. Over-the-counter medications, such as Tylenol, should be provided by the parent or guardian and accompany the Request and Authorization for Medication Treatment form, with Option 1 signed.

OUT OF SCHOOL ACTIVITIES

All attempts should be made for a student to take an authorized medication prior to a planned field trip or activity outside of the school. If a medication must be taken while a student is outside of the school, the same procedures should be followed as though the student is in the school. A designated adult should be responsible for safe storage, handling, and assistance with the medication, in accordance with the Request and Authorization for Medication Treatment form.

RESPONSE TO MEDICATION EMERGENCIES

It is recommended that the school have a policy for handling all health emergencies. Such policies should contain:

1. Local emergency response system telephone numbers (including ambulance, poison control numbers, local emergency care providers, etc.);
2. Persons to be notified, e.g., parent or guardian;
3. Names of persons in the school trained to provide first aid and cardiopulmonary resuscitation (CPR);
4. Scheduled programs for staff to be trained in first aid and CPR;
5. Provision of necessary supplies and equipment; and
6. Reporting requirements.

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