

# Prescription Medications

Dear Parents, if your child requires prescription medication daily or during the school year please read the following:

**All prescription medications, original or refill, should be sent to school in a pharmacy labeled container that includes the student's name, date, medication, dosage, strength, and directions of use including frequency, duration, and mode of administration, prescribers name and pharmacy name, address, and telephone number. Labels that have been altered in any way will not be accepted. Per KRS 218A.210, "A person to whom or for whose use any controlled substance has been presented, sold or dispensed by a practitioner or other authorized persons under this chapter, may lawfully possess it only in the container in which it was delivered to him by the person selling or dispensing the same."**

**Changes in the dosage and/or times of administration must be received in the form of a written order from the physician/health care provider OR a new prescription bottle from the pharmacy indicating the change and a note from the student's parent/guardian.**

## **Nonprescription Medication**

Nonprescription (over the counter) medications may be accepted on an individual basis as provided by the parent or legal guardian when a completed authorization to give medication form is on file. **The medication should be in the original container, dated upon receipt, and given no more than three (3) consecutive days without order from the physician/health care provider.**

**Thank you for your cooperation, if you have any questions about the required forms please contact the School Nurse.**

Thank you,

Teena Kissee RN  
MMS School Nurse  
606-678-5821

## **Guidelines for Distribution of Medication to Students**

### **STUDENT SELF-MEDICATION**

Students may be authorized to carry on their person and independently take their own medication (prescription or nonprescription), provided the parent/guardian has written approval on file with school personnel. Such approval shall assure school personnel that the child has been properly instructed in self-administering the medication. If prescription medication is involved, written authorization of the student's physician/health care provider also is required.

### **ALL OTHER MEDICATIONS**

1. Medication should be given at home when possible. If school personnel are giving medications, they should receive appropriate training and monitoring. Training can be provided by personnel such as, but not limited to, registered nurses, physicians, pharmacists, and/or dentists. (Medical personnel should adhere to the practice standards for their profession as governed by the appropriate licensing authority.)
2. School personnel who dispense medications shall keep the medication in a safe, secure place accessible only to the responsible authorized school personnel and arrange for the child to take the medication at the proper time.
3. Unless otherwise approved, students are to be supervised by a qualified individual with training in first aid when taking medication. The person supervising the administration of medication must keep a written record.

### **PRESCRIPTION MEDICATIONS**

Parents/guardians and health care providers shall complete the required forms before any person administers prescription medication to a student or before a student self-medicates. The form shall include the following information: student's name, physician's name of physician/health care provider, address, and phone number, type of medicine, dosage, time of day for dosage, reason medication is to be administered, possible reactions or side effects of medicine, release from liability, and parent/guardian's telephone numbers at home and work, as well as an emergency contact and numbers, as appropriate.

Prescription medications shall be administered only as prescribed on the physician/health care provider's written authorization. Prescription medications shall be sent to school in one (1) week increments unless otherwise approved by the Principal or designee. Parent/guardian shall have the ultimate responsibility to provide the school with an adequate supply of medication to enable the orders to be followed.

All prescription medication, original or refill, should be sent to school in a pharmacy labeled container that includes the student's name, date, medication, dosage, strength, and directions for use including frequency, duration, and mode of administration, prescriber's name, and pharmacy name, address, and phone number. Labels that have been altered in any way will not be accepted. Per KRS 218A.210, "A person to whom or for whose use any controlled substance has been presented, sold, or dispensed by a practitioner or other persons authorized under this chapter, may lawfully possess it only in the container in which it was delivered to him by the person selling or dispensing the same."

**Guidelines for Distribution of Medication to Students****PRESCRIPTION MEDICATIONS (CONTINUED)**

Changes in the dosage and/or times of administration must be received in the form of a written order from the physician/health care provider OR a new prescription bottle from the pharmacy indicating the change and a note from the student's parent/guardian.

**NONPRESCRIPTION MEDICATIONS**

Nonprescription (over-the-counter) medications may be accepted on an individual basis as provided by the parent or legal guardian when a completed authorization to give medication form is on file. The medication should be in the original container, dated upon receipt, and given no more than three (3) consecutive days without an order from the physician/health care provider.

**DOCUMENTATION OF ADMINISTRATION**

Except for medications approved for self-administration, all medication given must be documented on a medication log. Records must contain signature(s) of person(s) administering medication and dosage administered and kept on file in the student's cumulative folder. Documentation should be complete, reflecting beginning and ending dates and notations of missed doses and absences. Subject to confidentiality requirements in Policy 09.14 and accompanying procedures, medication recording sheets shall be filed in the student's cumulative folder when completed or when the medication is changed/discontinued.

**MEDICATION REFUSAL**

If a child refuses to take medication or is uncooperative during medication administration, the parent/guardian will be contacted and medication administration may be omitted. If necessary, a conference may be scheduled with the parent/guardian to resolve the conflict.

**MEDICATION ERROR**

If an error in the administration of medication is recognized, initiate the following steps:

1. Keep the student in the first-aid location. If the student has already returned to class when the error is recognized, have the student accompanied to the first-aid location.
2. Assess the student's status.
3. Identify the incorrect dose/type of medication taken by the student.
4. Immediately notify the school administrator and school nurse, if appropriate, of the error.
5. Notify the student's physician/health care provider.
6. Notify the student's parent/guardian.
7. If unable to contact the physician/health care provider, contact the Poison Control Center for instructions.
8. Carefully record all circumstances and actions taken, including instructions from the Poison Control Center or physician/health care provider, and the student's status.

**Guidelines for Distribution of Medication to Students**

**RELATED POLICY:**

09.2241

**RELATED PROCEDURES:**

09.2241 AP.21

09.2241 AP.22

Review/Revised:8/8/06