

POLICY FOR ADMINISTRATION OF MEDICATION

The Hazleton Area School District Health Service Department and the Board of School Directors established the following policy in regards to administration of medication during school hours. **All efforts should be made to administer medication at home.** However, when medications must be administered during school hours these guidelines must be adhered to:

1. Administration of Medication During School Hours

A. When possible, the student should submit a private physician's written request for administration of specific dosage of medication. This request should include:

1. Name of student
2. Identification of medication
3. Date and time medication is to be administered
4. Possible side effects, if any
5. Physician's signature and telephone number

This request must then be signed by a parent and submitted to the nurse.

B. There may be occasion when it is not possible to obtain a physician's written request. The nurse can make an exception to this requirement at her discretion, but only if the medication is delivered in a properly identified container.

C. All medication must be delivered in a properly identified container which includes:

1. The student's name
2. Identification of the medication
3. Directions for administration
4. Physician's name

No medication will be administered if it is not delivered in a properly labeled container.

D. All medication must be administered through the nursing office. Unsupervised, self medication is not permitted unless cleared through the health office. It is necessary in some situations (such as inhalants used for asthma) for the medication to be carried by the student. If this is necessary the medication and its administration must be cleared through the health office.

E. In the absence of the nurse from a building and there is a need to supervise medication administration, the principal or his/her designated person should be responsible for the procedure

F. If the student must take the medication for an extended period of time, arrangements should be made with the building nurse for maintaining a supply of the drug in the health room. If a student is to receive a single dose of medication, the parent should send only that dose to the nurse.

G. The decision to alter the procedure of delivery of medication will be at the nurse's discretion.

2. Administration of Nonprescription Medication During School Hours.

The School Health Department requires:

- A. Permission from parent/guardian to administer non-aspirin analgesic or antacid by checking **yes** or **no** on emergency card.
- B. Nonprescription Medication cannot be sent to school for administration to students.

3. School Nurse Responsibilities

- A. The nurse is responsible for informing involved staff of medication being administered
- B. Conferences on possible side effects of the medication, if any, should be discussed with involved staff.
- C. Contact with parent/guardian must be on going.
- D. Documentation of all medication issued must be maintained in the health room.