



## **Abilene Independent School District**

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### **ABILENE INDEPENDENT SCHOOL DISTRICT**

#### **MEDICATION ADMINISTRATION PROCEDURES**

All prescription or over the counter medication must be accompanied by a completed medication request form and turned in to the school nurse. For student safety, all medication should be brought to the clinic by a parent/guardian. All medication that is controlled substances must be brought to the clinic by a parent/guardian. The controlled substance will be counted, and both the parent/guardian and school employee will sign for the medication. If the medication is brought to school and has not gone through this process, it will not be given.

The school nurse 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 in the Nurse Practice Act or AISD policies.

#### **Administration of Medications:**

1. AISD will not administer expired medications.
2. 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.
3. End of school year medications must be picked up by the last day of school or it will be destroyed. Student medication will not be stored on campus over the summer.
4. Medication prescribed by out-of-state physicians, who are registered and licensed to practice medicine in the United States, 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.

#### **Location and Storage for Medications:**

1. All medications brought to school, including over-the-counter medications, shall be kept in the

school clinic in a locked cabinet. **Students are not permitted to carry any medication (prescription or over-the-counter) and may be subject to the school district's discipline management plan if in possession of medication.** Exceptions to this could be if child has been diagnosed with:

- Asthma
- Anaphylaxis
- Diabetes

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

- 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.
- The student must demonstrate the ability to properly self-administer the medication and express understanding of safety factors and the responsibility related to carrying medication. If the student does not comply with the physician's instructions, AISD may reconsider the permission to carry the medication.
- The student must carry the inhaler or emergency medication in the properly labeled original container.
- AISD reserves the right to require any medication be kept in the clinic if, in the nurse's judgment, the student cannot or will not carry the medication in a safe manner and properly self-administer the medication.

### **Written Request**

A parent request for administration of medication form must be completed and signed by the parent/guardian.

An Asthma, Severe Allergy, or Diabetic Management Plan must be completed by the parent/guardian and signed by the physician for medications pertaining to these conditions.

- A form or plan is valid for the current school year and must be renewed at the beginning of each school year.
- A new physician's order must be completed for any changes to an original medication order.
- All medication orders for prescription medications must include written clarification with the dosage, frequency and indications for administration.

### **Medication Container**

Medication (prescription and non-prescription) that is brought to school must be in the original, properly labeled container.

- 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 method of administration, and date prescription was filled.
- A new pharmacy label is required for any permanent medication dosage changes. (A doctor's written order will be accepted for a temporary change and until a new label can be obtained.)
- Over-the-counter medication must be labeled with the student's name and have an expiration date.
- Medication in plastic baggies or other non-original containers will not be administered.
- All sample medications (including inhalers) dispensed by doctors must be accompanied by the doctor's written authorization/prescription for the administration of the medication.

### **Transportation and Check-In Process**

#### Controlled Medications

- It is mandatory for the safety of your child, and other children, that medications categorized as controlled substances including, but not limited to, Ritalin, Adderall, Methylphenidate, Tylenol #3, Xanax, Valium, and Hydrocodone, be transported to and from school by the parent or guardian.
- The school nurse or designated assistive personnel will count and record the number of doses of controlled medications delivered to school with the parent or guardian.

#### Non-Controlled Medications

- For student safety, parent/guardian will need to transport all medications (controlled and non-controlled) to and from school.

### **Documentation**

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 medications are required.

### **Herbal Medication**

AISD will not administer home remedies, plants, herbs, vitamins, 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 a 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 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.

- The Texas Standards of Professional Nursing Practice require the nurse to know the rationale for and the effects of medications to correctly administer them.
- The purity and consistency of herbal preparations cannot be verified from batch to batch or manufacturer to manufacturer.
- Dosage guidelines do not exist for the administration of herbals to school age children.

### **Medication on Field Trips**

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 be administered on the field trip. A registered nurse or another qualified district employee must fill the properly labeled unit dosage container from the original properly labeled container.

The parent/guardian may submit written permission for the school to waive a dose of medicine for the field trip if the medication can be safely rescheduled or omitted.

The principal will designate a staff member who will administer medications on a field trip. The designated staff member will follow AISD Policies and Procedures for medication administration. The responsibility of administering medications to students, other than their own, cannot be delegated to parents or other chaperones.

### **Training**

The school nurse will train all school personnel whom the principal has designated to administer medication prior to their administration of any medication.

The Medication Administration Training checklist form will be completed on each employee designated by the Principal to administer medication.