



Medication Administration Guidelines

All prescription or over the counter medications 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.** Controlled substance medications will be counted, and both the parent/guardian and school employee will sign the medication form to verify the count and receipt of the medication. If the medication is brought to school and has not gone through this process, it will not be given. Liquid medications that are classified as controlled substances will be counted by estimating the volume by the measurement markings on the prescription bottle.

The school nurse will always act in compliance with the Nurse Practice Act (NPA) 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. Medication will be administered by the school nurse. In the absence of the school nurse or substitute, campus staff designated by the principal will administer medication.
2. AISD will not administer expired medications.
3. Prescription medication must be in the original bottle. Non-prescription medications must be in the original bottle. A maximum of a 30-day supply of medication will be accepted at a time.
4. 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.
5. Medication orders must be submitted with a parent request for medication administration at school.
 - Medication orders are written by health-care professionals (MD, DO, DDS, Advanced Practice Nurse, or Physician Assistant) who are licensed by the State of Texas and who have the authority to write prescriptions.
 - Physician's orders or prescription labels that appear to be altered in any way may not be accepted.
 - Medication must be age appropriate.
 - Aspirin usage by children and adolescents has been associated with the rare, but often fatal disorder, Reye's Syndrome. The nurse may not administer aspirin or any aspirin-containing products to students 18 years and under without prior written physician and parent consent.
6. Student's medication and supplies that are needed at school will be provided by a student's parent or guardian.
7. When a parent's request differs from the physician's order or a prescription label, the school nurse may, to ensure student safety, contact the prescribing physician for written clarification of the order.
8. Medication prescribed by out-of-state physicians, who are registered and licensed to practice medicine in the United States, may be administered on a temporary basis up to 30 days of enrollment, per Texas

Board of Nursing guidelines. After 30 days, the parent must provide a prescription issued by a physician licensed to practice medicine in the State of Texas.

9. A new medication form must be complete yearly by the parent and /or healthcare provider, depending on the type of medication ordered.
10. All medications will be kept in the clinic with this exception: a student may carry an inhaler, epi-pen, and diabetic supplies may possess and self-administer medication with a doctor's order and parent's signature stating that the student may self-administer, following rule 38.15 of the Texas Education Code. This permission form will be kept in the nurse's office on file and is valid for the current school year only. Irresponsible behavior will revoke this privilege.
11. Students with diabetes must have a diabetic management plan updated yearly by their healthcare provider.
12. Any student with a special need with conditions requiring special accommodations/medical management plans (e.g., diabetes, seizures, tracheostomies, cardiac anomalies, G Tube feedings, etc.,) must have a plan/medical order signed by a health care professional to the school nurse annually.
13. Medications that have expired or are not picked up by the parent or guardian before the last day of the regular school calendar year is discarded according to the most FDA guidelines for medication disposal. Medications will not be stored on campus over the summer months.
14. Only the guidelines printed on the medication container will be followed unless a physician's order for that student is on hand.
15. A student may not share medication with another student. Siblings may not share medications.
16. In accordance with the Nurse Practice Act, Texas Code, Section 217.11, the school nurse has the responsibility and authority to refuse to administer medications that in the nurse's professional judgement are not in the best interest of the student.

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

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 requests are 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.

- 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 or Dietary Supplements

Herbal substances or dietary supplements may be administered at school only by:

- By an Unlicensed Assistive Personnel (UAP) trained to administer medication by the school nurse. The licensed nurse is not able to administer herbal medications or dietary supplements due to:
 - 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 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.
 - The Texas Standards of Professional Nursing Practice require the nurse to know the rationale for and the effects of medications to correctly administer them.
 - Herbal substances or dietary supplements provided by the parent may be administered only if 1) the child's personal physician has ordered that such product(s) be provided; 2) the order specifies that the product(s) must be provided during school hours, and 3) the Individual Education Plan or 504 Plan for the student requires that the product(s) are necessary for the provision of a free appropriate public education for a student with a disability.

Medication on Field Trips

Medication given on field trips must be administered according to the same policies for administering medication in school. These include:

- Verifying the required parental and physician authorizations.
- Administering the medication according to physician authorizations.
- Administering the medication from the original container or a correctly labeled container prepared in advance by the school nurse.

Medication Preparation for Field Trips

- 1) At least two weeks prior to a field trip, the person who administers the medication should be made aware of the event so that arrangements can be made to meet the student's need for medication.
- 2) It is the responsibility of the appropriately trained school employee (e.g., School nurse or teacher) to administer medication to students on field trips. That is, persons who are not school

employees (or contracted employees) who accompany students on field trips, such as parents and chaperones, should not administer medication to students, except where such persons administer medication to their own child.

- 3) Sharing information about the medical condition of children, without express written permission of their parents, with chaperones or other parents is a violation of student confidentiality.
- 4) Children cannot be excluded from a field trip because of a disability or a medical need. Parents may be requested to attend the field trip to assist with student needs, but if unavailable, the school must provide health care services at the same level the student required while in the school building.
- 5) 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.
- 6) All medications must be kept secure throughout the field trip.
- 7) 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.

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.