

Cache County School District
General Medication Training Protocol

Only staff ANNUALLY trained by a CCSD Nurse can provide the following procedure
ALWAYS FOLLOW THE STUDENT'S INDIVIDUALIZED HEALTH CARE PLAN

PROTOCOL

A Medication is defined as:

A medicine or substance recognized by the FDA to have curative or remedial properties. The medication must be administered under the direction of a licensed health care provider, and be prescribed for the use of over the counter product intended for internal or external use.

Current MD Order/Correct Med Authorization Forms

Make sure you have a current MD signature (orders are good for one year unless there are changes in the order during the school year). CCSD uses several forms for different medications. Use the appropriate form. (i.e.: Authorization of School Personnel to Administer Medication, Diabetes Medication Management Orders (DMMO), Asthma Action Plan/Self-Administration Form, Epinephrine Auto-Injector Authorization Form, Seizure Medication Management Orders (SMMO)).

Proper Administration of Medications & Six Rights

Six Rights - Means to follow the guidelines to ensure that the medication is being given correctly.

- Right Person - Make sure the student's name on the medication bottle/package matches the prescriber's orders and is the right person receiving the medication.
- Right Medication - Make sure the name of the medication on the Rx label matches the one on the Doctor's Order
- Right Dose - Make sure the dose being given on the Rx label matches the dose on the doctor's order.
- Right Route - Make sure the medication is given by the correct route (oral, injection, inhaler, etc.) according to the doctor's order.
- Right time - Make sure the medication is given at the same time that is ordered by the doctor.
- Right Documentation - Document medication administration using the current CCSD documentation system.

Pharmacy Prescription Label

The prescription label must match the prescriber's order form with the exception of:

- The number of pills in the bottle. The pills will be counted when they are brought into the school by the health aide/RN and the parent. Parent's routinely will keep some of the daily pills at home to administer on weekends and holidays therefore there may be a discrepancy in the number of pills brought to the school and what is on the label. The number of pills will be documented on the Medication Administration Calendar Log each time they are brought to the school.
- The time of day medication is to be administered. Many medications may be administered at home as well as in school. As long as the pharmacy label indicates the time of day to be administered during the school day, CCSD understands they may be administered at home for the other time(s) of day listed on the pharmacy label.

Proper Documentation using CCSD Medication Administration Log & Parent Notification

When giving daily oral medications (such as ADHD meds) daily documentation must be completed using the approved CCSD medication administration system. Make sure to enter in the correct time and date for the medication being given. If there is any reason why you are charting late or editing your entry, make a comment as to why. Notify parents if medication is refused and/or when medications need to be replenished.

Proper Labeling, Storage of Medications

Medication should be marked with the student's name, name of medication, dosage, doctor, and the prescription medication must have the pharmacy label. Daily routine medications should be kept locked. Emergency medications should be kept in a secure area.

Reporting Adverse Reaction, Side Effects or Medication Errors

Be sure to contact parents if there was a med error, adverse reaction, notable side effect, or if there are any other concerns. Document using CCSD Medication Error Form. Notify parents and nurse immediately.

Legal Responsibilities of Giving Medications

“Authorized school personnel who act in a prudent and responsible manner in substantial compliance with the licensed health care provider’s signed medication authorization form, are not liable civilly or criminally for any adverse reaction suffered by the student as a result of taking the medication or discontinuing the administration of the medication following notification of the parent/guardian.”

Indication, Adverse Reactions & Side Effects

Understand why the medication is being given and what side effects to watch for.

Transport of Medications in Emergency or Drill

Take all medications and appropriate paperwork with you during all emergencies and drills.

Guidelines for Student to Self-Administer Medications

Students may carry one day’s dose of medication, if responsible, as determined by parent, doctor, and principal. Medication Authorization form must be completed, signed and returned to school. Controlled substances may **NEVER** be self-administered by students at any age.

Disposing of medication/returning medications to Parents

Unused medication should be picked up by a responsible adult within 2 weeks following notification of parent/guardian or it will be disposed of – whether it is expired or not. Two people must witness and document the removal of medication using CCSD Medication Authorization Form when the parent takes medication home.

Access to medications for After School Program

Ensure that the After-School Program staff has access to all medications needed for students in the program.