



MEDICATION ADMINISTRATION POLICY AND PROCEDURE

Revised June 21, 2018

Re-Education Services, Inc. advises parents to schedule, if possible, a student's medication to be given outside school hours. If medication, including over-the-counter (OTC) must be administered during the school day, it must be done in accordance with the following policy.

The purpose of this policy is to provide control over the administration and use of medications by students and staff of Re-Education Services, Inc.; to assure that such drugs prescribed by a physician are administered according to the instructions of the prescribing physician; and to promote and facilitate good health and medical treatment to students of Re-Education Services, Inc.

I. Persons Authorized to Administer Medications

No drug shall be administered to a student except by the following persons employed by Re-Education Services, Inc.: 1) office manager or 2) if the office manager is not on site at the time medication must be administered, the building supervisor or designee (designee is limited to administrative staff only).

If the administration of any drug prescribed by a physician requires specific training, such as an injection, no school employee shall administer such a drug to a student unless they are trained to perform such procedures.

II. Medications Administered by School Personnel:

Medications administered by school personnel fall into one of two categories: prescription medication and non-prescription medication.

A. Prescription Medication Administered by School Personnel

Students who require prescription medication to be administered during the school day must provide written authorization from the student's parent or guardian, as well as written authorization from the student's physician who prescribed the medication.

B. Non-Prescription Medication Administered by School Personnel

Re-Education Services, Inc. recognizes that at times students may benefit from parent-recommended OTC medications for symptomatic treatment of minor illness, allergy, or pain. Under this policy, administration of OTC medication must have a written authorization from the student's parent or guardian, as well as written authorization from the student's physician who prescribed the medication.

III. Authorization Requirement

- A. If it is medically necessary for a student to have medication during the school day, the following form must be completed and submitted to the office manager:
 1. Administration of Medication Request – must be signed by both the physician and parent/guardian.
 - a. Physician Authorization portion must be completed by physician or physician staff only, with the following information:
 - Student name and date of birth.
 - Name of medication, strength, and dose to be administered.
 - Time at which each dose of medication is to be administered.
 - Duration of administration.
 - Diagnosis/reason that the medication has been prescribed.
 - Special instructions for the administration of the medication, including storage.
 - Any precautions, reactions or side effects which should be reported to the prescribing physician.
 - Physician printed name, signature and contact information.
 - b. Parent/Guardian Authorization portion must be signed by parent/guardian giving permission to Re-Education Services, Inc. staff to administer medication to the student.
- B. If the student takes multiple medications, a separate Administration of Medication Request must be completed and signed by the physician and parent/guardian for each medication.
- C. New forms must be submitted at the beginning of each school year and for each new medication during the school year. Forms are submitted to the office manager.
- D. New forms must be submitted, according to this policy, if any of the information provided by the physician changes in any way. (i.e. strength, dose, discontinue medication, etc.)
- E. Staff will respond to a change in medication administration upon receipt of new instructions from the physician ONLY.
- F. The medication and signed forms must be brought to the school before medication may be administered by designated personnel. Students are NOT permitted to bring medication to school. **THE PARENT/GUARDIAN OR OTHER RESPONSIBLE ADULT MUST PERSONALLY DELIVER THE MEDICATION TO SCHOOL.**

- G. Students are not allowed to carry medication on their person, the exception would be inhalers and epi-pens, and those may be carried by students IF the Administration for Medication Request is completed to indicate the student is a self-carry.
- H. Prescribed medication shall be received in the container in which it was dispensed by the licensed prescriber/licensed pharmacist and labeled with:
 - 1. Student's name.
 - 2. Name of medication and strength.
 - 3. Dose of medication to be given at school.
 - 4. Time of administration (must be exact, we do not accept: at midday, etc.).
- I. Ask the pharmacist for a separate container for the educational facility with a label as stated above. The pharmacist will often divide the prescription for you.
- J. If the medication requires the pills to be cut, they must be cut before they are brought to the school. School personnel will not cut pills. The pharmacist will do this upon request.
- K. OTC medications must be in the original sealed container labeled with the student's name.
- L. Any medication brought in by a parent/guardian in a baggie or other inappropriate container will NOT be accepted by school personnel or administered to the student.
- M. Medications not regulated by the U.S. Food & Drug Administration (i.e. herbal supplements, homeopathic remedies), will be treated as prescription medications, and physician authorization must be provided using the form previously described in this policy.

IV. Record Keeping and Medication Storage

- A. A locked storage area shall be designated in the school for the storage of medication. Medication requiring refrigeration shall be kept in a refrigerator in an area not commonly used by students. School personnel must implement such other appropriate precautions as may be necessary to ensure there is not student access to any medication stored on school property.
- B. Medications remaining at the end of the school year must be claimed by parent or guardian, or they will be discarded as of June 30th of the school year.
- C. The office manager shall be the liaison between the physician, parent/guardian, student and school personnel concerning medication. The office manager has authorization to speak with the physician or physician staff regarding the student.
- D. Documentation of all school medication administered by school personnel will be made on the student's individual "Medication Administration Record." Such records will be filed in the student's permanent record at the end of each school year.
- E. No person who has been authorized by Re-Education Services, Inc. to administer medication to a student under this policy shall be liable to civil damages for administering or failing to administer medication pursuant to the Ohio Revised Code 3313.713.

- F. In the event that a medication error is made, the parent will be notified and encouraged to call their child's physician as needed. In the case of an emergency resulting from a medication error, Re-Education Services, Inc. staff shall take necessary reasonable actions to ensure the health and welfare of the student. A medication error will be documented either on the Student's Medication Administration Record or an unusual incident report will be filled out.

V. Medication Administration during School Field Trips

Since the office manager does not accompany students on field trips, the student's classroom teacher or classroom associate will be responsible for medication administration.

- A. The office manager will provide the classroom teacher or associate with a copy of the Medication Administration Record for Field Trips along with the medication in a labeled and sealed envelope.
- B. The office manager will review all relevant information with the classroom teacher or associate who is administering medication on the school field trip.
- C. The office manager and the classroom teacher or associate will both initial the original Medication Administration Record, stating the medication was taken out of the office to be administered while the student is on a field trip.
- D. The classroom teacher or associate will complete the copy of the Medication Administration Record for all medications given while on the field trip, and the completed forms will be returned to the office manager at the end of the field trip.