

SHREWSBURY PUBLIC SCHOOLS
SCHOOL HEALTH SERVICES
ADMINISTRATION OF MEDICATION POLICY

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MEDICATION POLICY AND PROCEDURE FOR FLORAL STREET
ELEMENTARY SCHOOL:

Students are NOT allowed to carry medication on their person, exception: self-administration of inhaler, insulin and/or epi-pen (secondary students and field trips). Medication will be brought in by a responsible adult to the School Nurse in the original pharmacy labeled bottle accompanied by parental permission AND the licensed prescriber's order. The licensed provider's order shall be renewed as necessary, including the beginning of each academic year. Any verbal order must be followed by a written order within three days.

SPECIAL MEDICATION SITUATIONS

- A. For short-term prescription medications, 10 days or fewer, the pharmacy labeled container may be used in lieu of a licensed prescriber's order. Parent permission is required.
- B. Narcotics will NOT be kept in school. Any student requiring narcotics should remain at home. Narcotics alter consciousness and when they are necessary, a student should remain at home.
- C. For investigational drugs, the pharmacy labeled contained, licensed transcriber's order and parent permission is required. A copy of FDA approved investigator certificate is also requested.
- D. It is the parent's responsibility to notify the school nurse of any changes the student's medication. All changes must be accompanied by a physician's order as well as updated directions for administration. Parents must provide a revised pharmacy label and new container.

DOCUMENTATION

Each school shall maintain administration record of prescription medication administered during school hours. Medication records shall include:

1. Medication Daily Log
2. Licensed prescriber's order
3. Parent / Guardian permission

All documentation shall be filed in your child's health record at the end of the school year.

STORAGE

All prescription medications to be administered by the School Nurse shall be kept in a securely locked cabinet with a duplicate key given to the School Principal. Where possible, all unused, discontinued or outdated medications shall be returned to the parent or guardian and the return appropriately documented. Medications will be destroyed by the School Nurse at the end of the school year, if not retrieved by the parent.

FIELD TRIPS

- A. The teacher should advise school Nurse as soon as a field trip is approved in order to have the nurse make appropriate arrangements for proper dispensing medications.
- B. The Department of Public Health grants registration to the Shrewsbury Public Schools for delegation of prescription medication to the teacher/administrator on the field trips and short-term special school events, when a School Nurse is not available.
- C. A registered Nurse will accompany field trips, if after consultation with the Principal; the medical/medication requirements of the student cannot be met by delegation.
- D. A student may carry EMERGENCY medication, at the high school level, on his/her person if the parent/guardian has indicated on the form that the student has been fully instructed and is capable of self-administration, if needed.
- E. It is recommended that all students who require emergency medication by the School Nurse ride on the same bus.