



## **JLCD-R - ADMINISTERING MEDICINE TO STUDENTS**

### **STORAGE OF MEDICINE**

Medicine to be administered to students at school shall be stored in the office or similar area at each school in a clean, locked cabinet, drawer, or other appropriate container reserved and used exclusively for the storage of medicine and inaccessible to students. If refrigeration is required, the medicine shall be stored either: (a) in a locked refrigerator reserved and used exclusively for the storage of medicine and inaccessible to students; or (b) in an impervious secondary container in a food storage refrigerator, separated from food and inaccessible to students.

At the end of each school year, all medicine in storage at each school shall be returned to the parent or guardian who furnished it or shall be appropriately disposed of by the school nurse or nurse's designee.

### **HEALTH CARE PROVIDER AUTHORIZATION AND DIRECTIONS**

Health care provider authorization and directions for administering medicine to a student must be in writing and signed by the health care provider, and must specify: (a) the student's name; (b) name of the medicine; (c) purpose of the medicine; (d) dosage; (e) time(s) the medicine is to be administered; (f) manner of administration; (g) anticipated number of days the medicine needs to be administered at school and/or school-sponsored activities; and (h) possible side-effects of the medicine.

### **SAFETY PRECAUTIONS**

Before medicine is administered to any student, the school nurse or District employee to whom the nurse has properly delegated this task as authorized under the Nurse Practice Act shall take necessary steps to ensure that: (a) a current request to administer medicine and release signed by the student's parent/guardian is on file; (b) written authorization and directions for administering the medicine signed by the student's health care provider, or current District-wide protocol developed by a licensed physician for administering specified nonprescription medicines, is on file; (c) the correct student is receiving the medicine; (d) the correct medicine is being administered to the student; (e) the correct dose of medicine is being administered; (f) the medicine is being administered at the correct time; (g) the medicine has not expired; and (h) the medicine is being administered in the correct manner.

An error in administering medicine to a student includes but is not limited to giving medicine to the wrong student, giving the wrong medicine to a student, giving the wrong dose of medicine to a student, giving more than one dose of medicine to a student, giving medicine to a student in an incorrect manner, giving medicine to a student at the

wrong time, forgetting to give a student medicine at the required time, and/or forgetting to document that medication was given to a student.

Errors in administering medicine to a student must be promptly reported to the school nurse and to the student's parent or guardian, and must be documented on an Error Report. Poison control or 911 shall immediately be called in the case of errors that involve administering medicine to the wrong student, administering the wrong medicine to a student, or administering an overdose of medicine.

## RECORDKEEPING

An individual record shall be kept for each student of every medicine administered to the student, which shall include: (a) the name of the medicine; (b) the date and time the medicine was administered; (c) the dosage administered; (d) the manner the medicine was administered; (e) any unusual reactions or responses of the student; and (f) the name of the person administering the medicine.

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