**Plano Independent School District**

**School Health**

**Medication Administrative Guideline**

**Purpose**

To ensure accurate and safe management and administration of medications to students who require medication administration during the school day.

**Definitions**

* **Controlled Substance -**  A medication whose possession and use is regulated under the Controlled Substances Act and must be dispensed by prescription through a pharmacy.
* **Enteral Tube Medication-** A medication instilled into a gastrostomy tube or button.
* **Inhalation** **Medication-** Medication that is inhaled through the mouth or the nose and usually acts directly on the respiratory system before entering into the bloodstream These medications are often used to treat respiratory illnesses and diseases.
* **Intramuscular Medication-** Medication injected into a muscle. Also labeled as IM medication administration route. Vaccinations and some antibiotics are given via this route. This route can only be given by an RN.
* **Intravenous Medication –** Medication infused through a vein. Intravenous medication is not given at school.
* **Optic Medication-** Medication instilled into the eye(s).
* **Otic Medication-** Medication instilled into the ear canal(s).
* **Oral Medication-** Medication taken by mouth. May be liquid, capsule or tablet form.
* **Over The Counter Medication-** Medication that does not require a prescription and does not need to be dispensed by a pharmacist.
* **Reconstituted Medication-** Medication that comes in a powder form and must be mixed with a specified amount of fluid prior to administration. Some emergency medications and antibiotics may require reconstitution.
* **Rectal Medication-** Medication that is placed inside the rectum and allowed to dissolve into the rectal mucous membranes. Some emergency medications and medications for nausea or constipation may be given via this route.
* **Subcutaneous Medication-** Medication injected into the fat tissue below the skin surface and above muscle tissue. Also labeled as SQ medication administration route. Insulin is given via this route. Injections should be rotated to different sites on the body.
* **Sublingual Medication-** Medication placed under the tongue and allowed to dissolve without the use of water or other fluids. This route is used for rapid acting medication.
* **Topical Medication-** Medication applied to the skin.
* **Transdermal Medication-** A medicated adhesive patch applied directly on the skin to deliver a specific dosage of a drug. This route will have systemic effects and should be rotated to different sites on the body when a new patch is placed.

**Program Coordinators**

Coordinator for District Health

Special Education Nurse Case Manager

**Responsibilities**

* Coordinates with Plano ISD principals and/or building manager and school nurses in the selection of employees for training
* Assure quality improvement by revising this guideline as required through the monitoring of training
* Communicate with medical officer on issues related to quality of care

**Environment/Settings**

There are no restrictions as to where medication can be administered. The setting should be clean and appropriate to the student’s need/desire for privacy.

**Applicable documents**

* Guideline
* Training checklists
* Problem List
* Medication Administration Request form
* Individual Health Care Plan – if applicable

**Medical Control**

The medical advisor of the medication administration guideline is the Plano ISD’s medical officer. The medical officer will direct the following:

* Medical direction in the formulating of the guideline
* Review and approve the above
* Evaluation as needed

**Restrictions/requirements**

* Current Request for Medication Administration form completed and signed by parent/guardian.
* A separate Request for Medication Administration form must be completed for each medication.
* A new Request for Medication Administration form must be completed and signed by the parent/guardian for dosage changes.
* Medication must be in original properly labeled Rx container or original over the counter packaging.
* Medication cannot be expired.
* All medication should be brought to the clinic by the parent/guardian.
* Controlled substances must be brought to the clinic, counted, and signed by both the parent/guardian and the school nurse or an unlicensed trained school employee.
* Development of IHP by RN, if applicable.

**Staff Training and Preparation**

Medication can be administered by the school nurse or unlicensed personnel as trained by the RN. School nurses will review the applicable documents. Training for the school nurses will be conducted by the Coordinator for District Health, Special Education Nurse Case Manager and/or the Special Assignment nurses. Training for the unlicensed personnel can be done by the school nurse. Training and ongoing verification of training will be documented on the training checklist. Additional questions or concerns beyond Plano ISD training should be directed to the school nurse, family and/or health care provider.

**Training**

* Registered Nurse is the person responsible for the training
* Unlicensed personnel may be trained by an RN
* Training is done yearly and as needed throughout the year
* Guidelines, problem list, physician orders and parent requests are to be reviewed prior to training and throughout the year for review
* Individualized Health Plan is completed by the nurse
* Competency checklist must be signed and dated yearly and periodically throughout the year as needed for verification of skills
* Information is shared with other employees on a need to know basis

**Procedural Guideline for Medication Administration**

1. Use universal precautions. Wash hands before procedure.
2. Correctly identify student who is to receive medication.
3. Ascertain if the medication being administered is a new medication. Only a Registered Nurse (RN) may administer an initial does of a new medication. If a parent/guardian brings the initial dose of medication and the RN is not present, the parent/guardian must administer the medication and observe the student for 20 minutes.
4. Locate the correct medication; check the prescription label for student’s name, name of medication, dosage and time of administration. Non-prescription medication must be in the original container and labeled with student’s name. No expired medication can be given.
5. Refer to the pink Request for Medication Administration form, if necessary.
6. Give the prescribed/requested medication following the 5 rights of medication administration:
* The right student
* The right medication
* The right dose
* The right route
* The right time
1. Observe student while he/she takes medication.
2. Do not leave medication unattended and return all medication to a locked facility. All emergency medication is kept unlocked and out of the reach of students.
3. Immediately document on student’s medication sheet the time given with your initials. If a checklist is used, check off the student’s name as being administered for that time or day.
4. Wash hands.
5. Demonstrate understanding that medication **should not be given** if it is expired or if there is any conflicting information on the forms/bottles, or there is reason to believe the wrong medication is in the bottle, until the nurse or parent can be notified.

**Procedural Guideline for Disposal of Unused or Expired Medication**

**Purpose**

The purpose of this guideline is to give school nurses and staff current information and direction on safely disposing of unused medications. APHA has issued new guidelines for consumers for the disposal of medications in recognition of the growing evidence of the harmful environmental impact of drugs. Although directions in the past have advised to flush unused or expired medications, the association is now advising the following guidelines. These guidelines are intended to reduce the risk of poisoning children or pets after being tossed in the trash.

**Parent Notification**

1. It is suggested that parents keep expiration dates for prescription and over the counter medications documented. The parent is ultimately responsible for replacing all medications prior to their expiration.
2. As an added benefit to the parents of Plano ISD students, the school nurse or designated staff will make every attempt to notify the parent and/or guardian two or more weeks prior to the expiration date for prescription medications. The parent and/or guardian will be given two weeks from the date of notification to pickup medications from the school clinic. Medications that have not been picked up from the school clinic before the end of the school year will be destroyed. In the case of summer school the above will apply and the last day to pick-up medications will be the last day of summer school. The school nurse and principal will work in collaboration on this issue.
3. All over the counter medications that have not been picked up from the school clinic before the end of the school year or the end of summer school will be destroyed without notification.

**Procedural Guideline**

* 1. The following medications for disposal should be diluted and put in a plastic bag with 1 to 2 cups of kitty litter.

* + 1. liquids - diluted in water
		2. pills - need to be crushed and diluted in water
		3. rectal - removed from wrapping and dissolved in warm water
1. Emergency medications: epinephrine, solu-cortef, glucagon - dispose of these medications in a sharps container, following the Plano ISD guidelines for disposing of such containers.
2. The school nurse and/or school staff should remove and destroy all identifying personal information from the prescription container. Once personal information has been made illegible, the medication container may be thrown away.
3. All controlled substances need to be disposed of in the presence of a witness. Document the following drug information on the Medication Administration Record: date, medication, quantity to be disposed, RN signature and witness signature.

**Medical Officer Signature:**

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Physician Signature/PISD Medical Officer

**References:**

<http://www.plano.gov/Departments/Environmental%20Services/>

<http://www.drugtopics.com/drugtopics/article/articleDetail.jsp?id=405588>