



## **MEDICATION ADMINISTRATION GUIDELINES**

### **I. Introduction**

Prescription or non-prescription medication required by a student should be administered at home by a parent or guardian whenever possible. Medications prescribed three times a day or less should be given at home unless a specific time during school hours has been prescribed by the physician. This avoids unnecessary disruption of the student's school day. BISD recognizes, however, that it may be necessary for a student to receive medication during school hours in some instances. When home administration is not possible, authorized BISD staff may assist in the administration of medications to students during school hours in accordance with these guidelines and its Board policy. School clinic hours are defined as fifteen minutes prior to the first hour of instruction through fifteen minutes after the last hour of instruction. School nurses will act in compliance with the Nurse Practice Act (NPA) at all times and will not administer medication in a manner that conflicts with their professional duties and expectations under the Nurse Practice Act or BISD policies.

### **II. Administration of Medications**

- A. The school shall accept no more than a 30-day supply of a student's medication.
- B. The school shall not administer expired medications.
- C. The Nurse Practice Act of Texas requires clarification of any medication order that the nurse has reason to believe is inaccurate, non-efficacious, or contraindicated by consulting with the appropriate licensed practitioner.
- D. A parent or guardian must pick up all medication immediately after it is discontinued. Medication will be destroyed if not picked up within 2 weeks after the last prescribed dose has been administered.
- E. Medications prescribed by out-of-state physicians<sup>1</sup> who are registered and licensed to practice medicine in the USA may be administered up to 30 days. After 30 days, the parent must provide a prescription issued by a physician licensed to practice medicine in the State of Texas.

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<sup>1</sup> As used in these guidelines, a reference to "Doctor" or "Physician" includes MDs, DOs, and Dentists licensed to practice in U.S.A., as well as also includes physicians' assistants and licensed nurse practitioners who are authorized to issue prescriptions and who practice under the authority and supervision of a licensed physician.

### III. Location/Storage for Medications

- A. All medication brought to school, including over-the-counter medications, shall be kept in the school clinic in a locked container. **Students are not permitted to carry any medication (prescription or over-the-counter) and may be subject to the school district's discipline management plan if in possession of medication.** Exceptions to this would be as follows:
1. A student whose physician has diagnosed him or her with asthma, anaphylaxis, diabetes, or other life threatening conditions that requires life saving medication. (i.e. solu-cortef) will be allowed to carry and self-administer medications prescribed for these conditions when a completed emergency action plan or diabetes management plan is received. (plans available on website or from campus nurse.) These plans will include a written request and signature from the prescribing physician stating it is medically necessary for the student to have the medication prescribed for asthma, anaphylaxis, diabetes, or other life-threatening illnesses available for immediate administration.
    - a. The parent's and physician's written request is valid for one school year and must be renewed at the beginning of each school year.
    - b. Self-medication means that a student must be able to take their own medication at school without the assistance of a trained staff member. b) When students self-medicate, school nursing personnel are not required to document the medication administration for record-keeping purposes unless they are subsequently involved in the care of the student.
    - c. The student must demonstrate the ability to properly self-administer the medication and express understanding of safety factors and responsibility related to carrying medication. If the student does not comply with the physician's instructions, BISD will review the permission to carry the medication.
    - d. The student must carry the inhaler or emergency medication in the properly labeled original container.
    - e. BISD reserves the right to require any medication be kept in the clinic if, in the nurse's judgment, the student cannot or will not carry the medication in a safe manner and properly self-administer the medication.
  2. Cough drop storage- The majority of cough drops contains menthol as their active ingredient. Menthol is derived from peppermint oil which provides a cooling effect on mucous membranes. Due to the minimal problems associated with peppermints or peppermint oil the following are the suggested guidelines in regard to cough drop usage:

- a. Elementary schools: Students may **not** carry cough drops with them at school. They may bring cough drops to school with a note from a parent and the cough drops will be dispensed by the classroom teacher or school nurse.
- b. Middle and High Schools: Students **are** allowed to carry cough drops with them at school. Cough drops should be non-medicated. A student should bring only enough cough drops for use that day.

#### **IV. Written Request**

- A. A Parent/Physician Request for Administration of Medication by School Personnel Form must be completed by the parent/guardian for any medication to be administered at school. This form is available online or from your campus nurse. This includes over-the-counter medications and prescription medications (asthma or severe allergy medications need to have a “asthma” or “allergy action plan” instead of this form).
  1. A request is valid for the current school year and must be renewed at the beginning of each school year.
  2. A new physician’s order must be completed for any changes to an original medication order.
  3. All medication orders for prescription or over-the-counter medications must include written clarification with the dosage, frequency and indications for administration. Orders that state “use as directed” or “use as needed” will not be accepted and the medication will not be administered without further completion of the order.

#### **V. Medication Container**

- A. Medication (prescription and non-prescription) that is brought to school must be in the original, properly labeled container.
  1. A properly labeled prescription medication is one with a pharmacy label that includes the student’s name, name of medication, dosage that matches the parent/doctor request form, physician’s name, times and methods of administration, and date prescription was filled. The parents should request the pharmacist to dispense two labeled bottles of medication if the medication must be administered at school – one for home and one for school.
  2. A new pharmacy label is required for any permanent medication dosage changes. (A doctor’s written order will be accepted for a temporary change and until a new label can be obtained.)
  3. Over-the-counter medication must be labeled with the student’s name. The original container must indicate a dosage guideline and expiration date for the medication.
  4. Medication in plastic baggies or other non-original containers will not be administered.

5. All sample medications (including inhalers) dispensed by doctors must be accompanied by the doctor's written authorization/prescription for the administration of the medication.

## **VI. Transporting Medications and Check-In Process**

### **A. Controlled Medications**

1. It is recommended for the safety of your child, and other children, that medications categorized as controlled substances including, without limitation, Ritalin, Adderall, Methylphenidate, Tylenol #3 (contains Codeine) be transported to and from school by the parent or guardian.
2. The school nurse or designated assistive personnel will record the number of doses of controlled medications delivered to the school.

### **B. Non-Controlled Medications**

1. For student safety, parents/guardians are encouraged to transport all medication (controlled and non-controlled) to and from school.

## **VII. Documentation**

- A. The nurse or designee shall record each dosage of medication administered on the student's individual medication record. The date, time, and signature ( electronic) of the person administering the medication are required.
- B. An Incident Report must be completed for any medication error (*e.g.*, missed doses, incorrect medication, incorrect dosage, etc.). A copy is sent to the Director of Health Services for review.

## **VIII. Herbal Medication**

BISD will not administer home remedies, plants, herbs, vitamins, and other non-traditional forms of medicine at school. This decision not to administer unregulated substances is based, among other reasons, on the following rationale:

- A. All medication administered in the school setting must be approved by the Food and Drug Administration (FDA). The 1999 Dietary Supplement and Health Education Act created a "supplement" category of pharmaceuticals that includes vitamins, minerals and herbs, which do not require proof of efficacy or safety and do not provide standards for purity and equivalence to similar products from other manufacturers. The FDA has not evaluated these products.
  1. The "Texas Standards of Professional Nursing Practice" require the nurse to know the rationale for and the effects of medications to correctly administer the same.

2. The purity and consistency of herbal preparations cannot be verified from batch to batch or manufacturer to manufacturer.
3. Dosage guidelines do not exist for the administration of herbals to school age children.

#### **VIII. Medication on Field Trips**

- A. Any medication that must be sent on a field trip must be in the properly labeled original container or in a properly labeled unit dosage container. The unit dosage container should contain only the required number of pills to be administered on the field trip. A registered nurse or another qualified district employee must fill the properly labeled unit dosage container from the original properly labeled container.
- B. The parent/guardian may submit written permission for the school to waive a dose of medicine for the field trip if the medication can be safely rescheduled or omitted.
- C. The principal, designated staff member, or school nurse who will administer medications on a field trip will follow BISD District Policies and Guidelines for medications. This responsibility of administering medications cannot be delegated to parents or other chaperones.
- D. The parent/guardian of high school students attending an extended field trip will complete the “Medications- High School Overnight Field Trips” form and comply with the guidelines on the form.

#### **X. Medication Management of Students Who Attend Multiple Campuses**

- A. Students are encouraged to self carry prescribed emergency epinephrine injectors and/or rescue inhalers using the *Asthma Emergency Action Plan* or *Severe Allergy Emergency Action Plan*.
- B. If student does not self carry, parents should provide prescribed emergency epinephrine injectors and/or rescue inhalers at both campuses. Should emergency medication be needed while in transit from one campus to another using district provided transportation, the bus driver will pull over, call 911 and provide first aid until medical assistance arrives.
- C. In the event that a campus field trip occurs with a campus that was not provided emergency medication by parent and the student does not self carry emergency medication, the student will not have emergency medication on the field trip even if medication was provided at another campus. Should an emergency medication be needed on the field trip, 911 will be called.

#### **XI. Training**

- A. The school nurse will train all school personnel whom the principal has designated to administer medication prior to their administration of any medication.
- B. The Medication Administration Training checklist form will be filled out for each principal designee every year.