

# FAYETTE COUNTY AREA VOCATIONAL TECHNICAL SCHOOL

SECTION: PUPILS

TITLE: USE OF MEDICATIONS

ADOPTED: OCTOBER 28, 2013

REVISED:

<p>1. Purpose</p> <p>2. Definition</p> <p>3. Authority SC 1850.1 Title 22 Sec. 7.13</p>	<p style="text-align: center;"><b>210. USE OF MEDICATIONS</b></p> <p><b>The Operating Committee shall not be responsible for the diagnosis and treatment of student illness. Parents/Guardians have the primary responsibility for the health of students and the school recommends that medication should be given at home. Through a conference with parents/guardians, physicians should be made aware that they can change schedules so that medication can be given before and after school hours.</b></p> <p><b>In the event medication must be administered during school hours, a plan for verifying, administering, and storing medication will be implemented to prevent mistakes, illegal acts, and subsection to possible liable situations for the school nurse, building administrator, and the school.</b></p> <p><b>For purposes of this policy, medication shall include all medicines prescribed by a physician and over-the-counter medicines.</b></p> <p><b>Before any medication may be administered to or by any student during school hours, the Operating Committee shall require:</b></p> <ol style="list-style-type: none"> <li><b>1. Completion of a consent form provided by the school nurse, detailing specific procedures. The form will be signed by the parent/guardian and given to the school nurse to have medication administered. A properly executed consent form shall authorize the administration of medication and shall relieve the school and its employees of all liability for administration of medication.</b></li> <li><b>2. The prescribing physician's written request for administration of a specific dosage of medication, which should include:</b> <ol style="list-style-type: none"> <li><b>a. Date.</b></li> <li><b>b. Student name.</b></li> </ol> </li> </ol>
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<p>4. Delegation of Responsibility</p>	<ul style="list-style-type: none"><li>c. <b>Name of medication, dosage, route of administration, time schedule, and length of time to be administered.</b></li><li>d. <b>Possible side effects or contraindications.</b></li><li>e. <b>Any curtailment of specific school activity.</b></li><li>f. <b>History and a list of any other medications which the student is taking.</b></li><li>g. <b>Physician phone number and signature.</b></li><li>h. <b>Signature of parent/guardian.</b></li></ul> <p>The Operating Committee <b>shall not assume responsibility for any reactions that may occur following the administration of medication, nor can there be any responsibility assumed if sufficient medication is not sent from home, and the proper medication forms are not completed.</b></p> <p>The Operating Committee <b>prohibits students to be in possession of any medication during school hours, except for special circumstances, in which case such arrangements must be made with the school nurse. If a student secures authorization to use medication during school hours, s/he is strictly forbidden from dispensing the medication to another person.</b></p> <p>The Director of Vocational Education, in conjunction with the supervising school nurse, shall develop procedures for the administration and self-administration of students' medications.</p> <p><b>The school nurse or designated LPN or RN, with the written approval of the school physician and the parent/guardian, may administer medications to students.</b> Students may self-administer medication upon written request and in accordance with Operating Committee policy.</p> <p><b>Only those medications which have been approved by the school physician shall be administered to or by students.</b></p> <p><b>In the absence of the school nurse or designated LPN or RN, the building administrator shall designate who will administer medication.</b></p> <p>All employees involved in administering or supervising self-administration of medication shall receive appropriate training from the nurse before performing this responsibility.</p>
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<p>5. Guidelines</p>	<p>The building administrator and the supervising school nurse shall review regularly the procedures for administration and self-administration of medications and shall evaluate recordkeeping, safety practices, and effectiveness of this policy.</p> <p>The school shall inform all parents/guardians, students and staff about the policy and procedures governing the administration of medications.</p> <p><b>Medication must be sent to the school in the original container, properly labeled by a pharmacist or a physician, including such information as the student's name, date, name of medication, purpose of the medication, dosage, time to be taken and route (oral or injectable) of administration, name of the physician prescribing the medication, if applicable, length of time for which the medication is prescribed, possible side effects of the medication, if applicable, and name and phone number of pharmacy, if applicable.</b></p> <p><b>Medication shall be given directly to the nurse. No other medication, unless prescribed by a physician, shall be sent to school. The nurse should be notified when a student's medication is changed.</b></p> <p><b>Medication delivered to school by the student or parent/guardian shall be recorded in a log with the date, name, and amount of medication delivered being noted.</b></p> <p><b>All medication will be kept in a locked cabinet in the nurse's office.</b></p> <p><b>Students will be responsible for reporting to the nurse's office at the time the medication is to be given.</b></p> <p><b>Parents/Guardians shall be fully informed that if the school nurse or designated LPN or RN is not available, and the medication cannot be administered at home, someone designated by the building administrator will administer the medication.</b></p> <p><b>A log or written record indicating the administration of medication shall be established. Documentation should be in ink and indicate the name of the student, time of day, name and dosage of medication, route of administration, and name of person administering. These documents will be kept on file in the nurse's office.</b></p> <p><b>The student's instructor will be informed that medication is being given, and the instructor should report any adverse reactions or unusual behavior to the nurse. The nurse shall be responsible for reporting adverse reactions to the parent/guardian and/or physician.</b></p>
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**Functions of the Nurse**

The nurse shall perform the following functions:

- 1. Keep medication in the nurse's office (in a locked cabinet) and file health forms in the nurse's office.**
- 2. Administer and record medication (name, dosage, time, etc.).**
- 3. Alert appropriate school personnel to possible adverse reactions and/or side effects of medication which need to be reported. Alert appropriate school personnel if a student is to refrain from any school activity.**
- 4. Confer with physician and pharmacist as needed.**
- 5. Supervise appropriate self-administration of medication (student should take medication in the presence of the nurse).**
- 6. Consult by phone or in person with the parent/guardian when situations dictate.**
- 7. Destroy unused medication left in the nurse's office at the end of the school year. (Exception – nonprescription medication ordered by the school physician that is kept in stock until the expiration date.)**

**Student Self-Administration**

To self-administer medication, the student must be able to:

1. Respond to and visually recognize his/her name.
2. Identify his/her medication.
3. Measure, pour and administer the prescribed dosage.
4. Sign his/her medication sheet to acknowledge having taken the medication.
5. Demonstrate a cooperative attitude in all aspects of self-administration.

School Code  
1402, 1850.1

210. USE OF MEDICATIONS - Pg. 5

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