

Discovery Charter School Medication Policy

The purpose of the medication policy is to delineate procedures for medication administration, storage, recording and disposal.

Prescription medications

The school nurse or delegate will be responsible for administering authorized prescription medication to students. Long-term prescription medication may be given to a student only if a school medication authorization form is completed each new school year by the child's physician and parent/ guardian. All prescription medications are to be in pharmacy-labeled bottles. For short-term prescription medications requiring administration for ten school days or less (e.g., antibiotics), the pharmacy-labeled container may be used in lieu of a physician-prescribed order.

Over-the counter medications (OTC)

The school nurse or delegate will be responsible for administering OTC medication to students. All FDA-approved non-prescription (over-the-counter) medications to be given at the school must be sent in the original manufacturer's container. An authorization form must be completed by the parent. This information must include the name of the student, name of the medication, time to be given, dosage to be given, and length of time to be given. Package instructions will be followed for correct dosing. No over-the-counter aspirin products will be administered by school staff without a prescription due to the risk of Reye's syndrome. A parent may only authorize OTC medications their child has received in the past and has not had side effects, reactions, or difficulties with. OTC medications that cause drowsiness (e.g., Benadryl), may require both parent and physician authorization. The school health office has stock OTC medication available and may be given as authorized by the parent. Administration of stock medication is limited. Alternative medications, such as herbal or homeopathic medications, will not be administered without a written physician's order.

Field trips and camp

The school nurse will delegate to appropriate school personnel the authority to administer medications to students when on field trips or at camp and will train those personnel in the proper administration of medications. Annual documentation of training is required. The parent should only send medication to camp that covers the correct number of days the student will be away.

Self- carry and self-administration

Students may self-carry and self-administer an appropriate amount of cough drops throughout the school day as long as it is accompanied by a note from the parent. A student may carry and self-administer emergency medications for conditions such as severe allergy requiring epinephrine or asthma requiring inhaler. The parent and physician must address the maturity and ability of the student to perform self-administration and a signed document from the physician and parent must be on file.

Medication transporting

Medications should be transported to and from school by the parent or guardian and be given directly to school personnel. If this is not possible, the parent is to call the health office to alert the school nurse that a student is bringing in medication. The student should be directed by the parent to go to the health office immediately upon arrival. Health office staff will ensure that it has been received and will record the medication on the student's medical record.

Controlled substances

Certain medications are considered "controlled substances" and have the potential for abuse. Some examples of controlled substances are narcotic pain relievers and medications to treat ADHD. All controlled substances will be counted upon receipt to the health office. Verification of the count between parent and staff is recommended. Such medications will be recounted on a regular basis and this count reconciled with the medication administration log/ record.

Storage Emergency epinephrine can "travel" with the teacher of the student who has a severe allergy for immediate access. This medication should be placed in a drawer or cabinet of the classroom at the end of the day.

Medications in the health office should be stored in cabinets or drawers. The person responsible for administering medications and the school administrator should have access to the medication cabinet keys and be the only people with the knowledge of the keys' location. The keys should be in a monitored area at all times where school personnel can ensure the security of the keys. At the end of the day, the keys will be secured to provide assurance that they will not fall into unauthorized hands. Controlled substances are to be kept under a single lock (locked cabinet) when students are present and under double lock (locked office and locked cabinet) at all other times. If controlled substances are found to be missing from the secured area or if there is suspicion of tampering, administration will be notified, and local law enforcement should be contacted to assist with an investigation.

Medication documentation

A student health record is maintained in the nurse's office that includes the date, time, and name of the medication. This document must be signed recognizing each administration. Observations, assessments, and reports on usage of medicines and treatments may be shared with parent or legal guardian, appropriate school personnel, and physician.

Medication errors

If a medication error were to occur, administration, the parent and the physician would be notified. The appropriate form would be filled out for review, to ensure the prevention of future errors.

Disposal

It is the responsibility of the parent to obtain all unused medication from the school when the medication is discontinued, expires, the school year ends, or the student transfers to another school. The school nurse will properly dispose of all unclaimed or expired medication at the end

of the school year. Disposal of needles and syringes must be only in approved biohazard sharps containers. Needles should not be recapped, purposely bent or broken.

Executive Director: 

Board President: 

