

Wheaton Academy Medication Administration Guidelines

When a student requires daily or regular medication, parents must make every effort to give prescribed doses of the medication at home.

A. Prior to giving any medication (long term, short term, prescribed or over the counter or herbal) at school, the school medication permission form shall be completed authorizing the school to administer the medication. Permission forms shall be renewed every year or whenever changes in medication or the health of the child occurs. Forms are kept on file in the health office. Permission forms are available in the school health office and online. They are subject to review by the school nurse.

B. The school nurse shall review the written order, require any additional information from the parent or guardian or the student's licensed prescriber appropriate to complete the review, consult with the Principal of the school or school medical advisors, as appropriate and accept the written order or seek further clarification of the order if necessary.

C. Each dose of medication shall be documented in the students' individual health record. Documentation shall include date, time, dosage, route and the signature of the person administering the medication or supervising the student in self-administration. In the event a dosage is not administered as ordered, the reasons shall be entered in the record. Medication log information is documented on the permanent health record and the log is generally discarded at the end of two school years.

D. Medication shall be brought in a current pharmacy container clearly marked with the student's name, prescription number, medication name/dosage, administration route, date and refill, licensed prescriber's name and pharmacy address and phone number. Over the counter medication is covered on the Wheaton Academy Medical Treatment Form with a parent signature.

E. Administration of the prescription medication will be started when the medication and permissions are reviewed by the school nurse.

F. Medications and special items necessary to administer medications such as syringes and hypodermic needles, must be stored in a separate locked drawer or cabinet. Medications requiring refrigeration must be refrigerated in a secure area. Medications which must be available while a student is engaged in school activity conducted away from the customary site of storage must be kept with the student if he/she has a completed form "Request for Self-Administration of Medication."

G. A medication supply will be accepted on the first school day when the doctors and parent permission are received. The container will be sent home with the student when re-supply is necessary. Parents will be asked to pick up unused medication. Parents should bring new supplies of medication to school or call to inform the health office that the student is bringing medication.

H. The parent must report immediately any change in prescription or dosage, and new permission forms must be obtained for each change.

I. Self-administration of medication shall be accomplished as follows:

1. Self-administration may occur only in places designated by the school nurse or principal.
2. An employee authorized to supervise self-administration must provide the medication to the student from the storage area, observe the student measure and take the required dosage, return the medication to its storage place and make a record of the administration in accordance with C above.

K.. The school nurse will interpret to school personnel and parents, if necessary, the need for observation of the student's reaction to the medication including potential benefits and side effects.

L. The school nurse shall provide feedback concerning medication to the licensed prescriber when requested.

M. Students may self-administer medication for treatment in the event of a life-threatening allergic reaction. Or, medication may be administered by the student with assistance as necessary from school personnel. If provided for on an approved permission form, students requiring such medication are:

1. To use an auto-injector which contains the proper dosage for their body weight.
2. To carry the medication on their person at times of high risk for contact with the allergen.
3. To be encouraged to leave an additional auto-injector in the Health Office to use in the event of emergency.

4. To submit the authorization and indemnity agreement relative to the administration of such medication to the school prior to the institution of the above procedures.

N. High school students may have the medication guidelines modified to reflect their increasing responsibility for health care.

O. Parents will submit the authorization and indemnity agreement to allow the administration of any injectable medication by a school nurse in a non-emergency situation.

P. With proper authorization, students may carry and self-administer an inhaler for the treatment of asthma or epinephrine for anaphylaxis. A back-up inhaler or epinephrine should be kept in the school health office.

Q. Students who cannot self-administer medication will have their medication administered by a registered nurse or a licensed practical nurse (under the supervision of a registered nurse). A certified staff member may also administer medication after training by a school nurse.

R. The first dose of medication ordered for a student should be given by the parents at home.

[Click here for medication permission form](#)