

**SNOWFLAKE UNIFIED SCHOOL DISTRICT #5
HEALTH SERVICES**

GUIDELINES FOR MEDICATION IN SCHOOL

The Snowflake School District recognizes that at the present time many children are able to attend school because of effective use of medication during illness or injury. The District believes that it is most desirable for medication to be administered in the home. When it is necessary for a student to receive medication at school, whether **OVER THE COUNTER OR PRESCRIPTION**, the following procedure has been established for the protection of the students and to assure compliance with existing Governing Board Policy.

1. Parent or guardians must sign a Medication Consent Form. This form is available in the Health Office or front office at each facility. The signed form is kept on file alphabetically in the red Medication Log. The Medication Log is kept readily available beside the blue Health History Emergency Logs and white Policy and Procedure Manual.
2. Should a student need medication administered and the parent has not submitted a Medication Consent Form, permission must be verified by a telephone call to the parent or guardian. One dose may be given with the verbal permission although, a completed Medication Consent Form must be received by the following school day or no more medication will be administered. Phone conversations must be documented in the comments section of the Medication Consent Form.
3. All prescription medications must be prescribed by a physician licensed in the State of Arizona and supplied to the Health Staff in the original, appropriate labeled, pharmaceutical container. Medication may not be dispensed from an unlabeled container or from one in which the label is not legible. Over the counter medication must be brought in the original store packaging with instructions included containing adverse reactions information. Expired prescriptions will not be accepted. The amount of medication provided to the Health Staff will not exceed a thirty day supply.
4. All medication, including over the counter, must be supplied by the parent.
5. All medication, including over the counter, must be registered through the Health Office prior to the student carrying it on campus.
6. The Principal in consultation with his/her Health Staff shall designate a secretary, teacher or appropriate staff member to administer medication in the absence of Health Staff.
7. Medications are to be stored in a locked cabinet in the Health Office with the following exceptions:
 - a. Liquid anti-biotics may be refrigerated.
 - b. Asthma inhalers may be carried by the students if necessary. Parent or guardian must specify this on the Medication Consent Form. A Physician's statement is required for elementary students.

ADMINISTERING PROCEDURES

1. When giving medication concentrate your whole attention to the task to prevent any errors.
2. Verify parent or guardian signed Medication Consent Form is on file.
3. Obtain medication from locked storage area. Develop the habit of reading the label three times:
 - Before taking the medication from the shelf
 - Before removing the dose from the container
 - Before returning the container to it's proper area
4. Measure dose as ordered on the label:
 - Verify amount of tablets, capsules etc. correspond with the dosage on container
i.e. Ritalin 10mg. may be dispensed in 2 - 5mg. tablets or 1 - 10mg. tablet.
 - Avoid handling tablets, capsules and all medication with your hands. Pour into the bottle cap or medication cup the correct amount and then pour into the student's hand.
 - When pouring liquids hold calibrated medication cup at eye level.
Do not use eating utensils for measuring.
 - Supply water for student if needed.
 - Never leave medication unattended.
5. Check the identification of the student prior to giving the medication.
6. Remain with the student until all the medication has been taken.
7. Return medication to locked storage area.
8. Wash medication measuring device if one is utilized.
9. Record the time and your initials in the appropriate date box on the Medication Consent Form for doses given. If over the counter medications and prescriptions are dispensed at the same time, document the over the counter medication in the comments section.
10. Once a complete course of medication has been administered or the parent or physician request discontinuation of medication, remove the Medication Consent Form from the Medication Log. Document in the comments area on the side, any parent or physician comments or requests in any capacity, including discontinuation, regarding medication administration. File the Medication Consent Form in the student's health file.
11. Any known allergies or reactions to medication should be indicated with a fluorescent allergy adhesive tab.