

ADMINISTERING MEDICATION TO MSAD 52 STUDENTS PROCEDURES

1. PROCEDURES FOR MEDICATION ADMINISTRATION ON SCHOOL FIELD TRIPS

- A. Any unlicensed personnel administering medications must hold documentation of their training in the administration of medication on field trips.
- B. Required forms for administration of medications in school are on file.
- C. A standardized preprinted medication label or preprinted envelope must be utilized containing the following information: name of the student, name of the medication, dose to be given, time to be given, date to be administered, name of health care provider prescribing medication, any special directions, phone number of the school nurse, and emergency number to be called in case of a reaction.
- D. The school nurse shall transfer the prescribed amount of medication needed for the field trip into the approved envelope.
- E. The envelope will be given to the trained personnel for administration during the trip. A review of medication administration will be provided by the school nurse on an as needed basis. All trained personnel administering medications will understand the steps to be taken with a medication emergency.
- F. The medication will be transported and stored as safely as possible.
- G. The personnel administering medication to the student will be sure the right student receives the right medication, with the right dose, at the right time, by the right route. The medication will be given within one hour of the prescribed time.
- H. The personnel administering the medication will initial and note the time of administration on the prescribed envelope and return the envelope to the school nurse's office.

2. PROCEDURES FOR TRAINING UNLICENSED SCHOOL PERSONNEL TO ADMINISTER MEDICATIONS

- A. Any unlicensed school personnel who administers medication to a student in a school setting must be trained in the administration of medication before being authorized to carry out this responsibility. Following the initial training, a training review and information update must be held at least annually for those staff members.
- B. A registered nurse or physician must provide the training.
- C. Initial training will include the viewing of the video, "Medication Administration Guidelines for Unlicensed School Personnel," and a follow-up question and answer session. Participants will also receive a copy of the guidelines. Special emphasis will be put on the observation of signs and symptoms of an adverse reaction and the required response to medication emergencies.
- D. The trainer shall document the training and competency of school personnel trained. Based upon the documentation of training and competency of unlicensed personnel to administer medications, the school nurse shall make a recommendation to the superintendent concerning the authorization of such persons to administer medications to students.

E. School personnel trained in the administration of fluoride as part of the oral health program in the Bureau of Health are exempt from this rule for the administration of fluoride.

3. PROCEDURES FOR ADMINISTERING MEDICATION IN A DISASTER.

A. Depending on the type of disaster, every attempt will be made to administer medications as prescribed.

B. If emergency medications are not available, 911 and parent/legal guardian will be called.

Adopted: February 2006

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