

## MEDICATION ADMINISTRATION PROTOCOL

Medication procedures are consistent with the state of Tennessee Law TCA 49-5-415 and are implemented in our school countywide.

- Authorization Forms-the applicable forms must be completed for each school year. A separate form must be completed for each medication. There are separate forms for epi-pen, competent/prescription, non-competent/prescription, competent/O-T-C, and non-competent/O-T-C.
- Parents or legal guardians must bring their child's medication to school. Students are not allowed to bring their own medication. This includes prescription as well as non-prescription medication.
- The first dose of medication must always be given at home in case of an adverse reaction
- Medications should be limited to those required during school hours and necessary to maintain the student's enrollment and attendance at school.
- No medication can be given past the expiration date.
- Only empty prescription bottles will be sent home with a student. At the end of the school year, if a parent/guardian does not pick up their child's medication, designated school personnel including the school nurse will dispose of the leftover medication per Medication Disposal Procedure.

A competent student is one who possesses the cognitive ability for self-administration of his/her own medications, regardless of physical capabilities. This status may be determined by the parent and/or health care provider, as well as an IEP team if applicable. To assure safety and accountability, nursing supervision shall be provided to personnel assisting with the self-administration of medication.

### Prescription Medication-

- The school must have an authorization from completed by both the parent/guardian and the physician.
- The medication must be in the original, pharmacy labeled container and match the physician's order.
- All prescriptions for long term medications shall be renewed at least annually
- Changes in prescription medication medications shall have written authorization from the licensed prescriber and parent/guardian. Changes can include but are not limited to: time, dose, addition, discontinuation, etc.
- If the prescription is to be given for less than one week at school (as with some antibiotics), the licensed prescriber's signature is not required, but the medication must

still be brought to school in the pharmacy labeled container and the parent/guardian must complete the authorization form.

- If a student is taking a medication that is to be taken 3 times during the day, this should be administered before school, after school, and at bedtime. This medication will not be given at school unless authorized by the physician.
- Competent students are allowed to keep inhalers on their person as long as that is specified on the authorization form and signed by both parent/guardian and licensed prescriber. This student may be allowed to possess and use this inhaler when at school, at a school-sponsored activity, or before or after normal school activities while on school property, including school-sponsored child care or before or after school programs.
- Competent students are allowed to carry and use their blood glucose meters and supplies as determined in their Individualized Health Plan. Any sharps involved in diabetes care and management for a student shall be stored in a secure but accessible location, until use of such sharps is appropriate. Use and disposal of sharps shall be in compliance with the guidelines set forth by the Tennessee Occupational Safety and Health Administration (TOSHA).

#### Non Prescription, Over-the-Counter Medication-

- The school must have an authorization form completed by the parent/guardian.
- This medication must be brought in with the original label listing ingredients, dose schedule, and child's name affixed to the container.