

# ADMINISTRATION OF MEDICATION POLICY FOR

## Diego Hills Central Public Charter School

The purpose of the Administration of Medication Policy is to enable students to receive medications safely while attending school. Schools are required to provide diligent care for the health and development of students.<sup>1</sup> The following topics are covered in this policy:

1. Written Statement from Authorized California Health Care Provider
2. Written Statement from Parent or Guardian
3. Persons Authorized to Administer Medication at School
4. Delivery and Storage of Medication at School
5. Logging Administration of Medication at School
6. Errors in Administration of Medication
7. Medication Administration for Field Trips and All School Related Activities

### **1. WRITTEN STATEMENT FROM AUTHORIZED CALIFORNIA HEALTH CARE PROVIDER<sup>2</sup>**

Any student who is required to take, during the regular school day, medication prescribed by a California licensed physician, may be assisted by the school nurse or other designated school personnel if the school receives a written statement from such physician detailing the method, amount, and time by which such medication is to be taken.

### **2. WRITTEN STATEMENT FROM PARENT OR GUARDIAN<sup>3</sup>**

In addition to a written statement from the student's physician, the school must have a written statement from the parent, foster parent, or guardian of the pupil indicating the desire that the school assist the pupil according to the physician's instructions.

### **3. PERSONS AUTHORIZED TO ADMINISTER MEDICATION AT SCHOOL<sup>4</sup>**

Medication is to be administered at school by the school nurse, site administrator or designee as allowed by law, the parent or guardian or their designee as allowed by law, a contracted licensed

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<sup>1</sup> Education Code section 49400

<sup>2</sup> Education Code sections 49400 and 49423(b)(1)

<sup>3</sup> Education Code section 49423(b)(1)

<sup>4</sup> Education Code Section 44871-44878; 49400; 49422(a) and 49424

health care professional whose licensure permits administration of the medication, or by the student under specified conditions.

Unlicensed school personnel designated by the site administrator administer medication if:

- a. The unlicensed staff member is willing to perform medication administration, and
- b. The unlicensed staff member is trained and determined to be capable and competent to be able to safely and accurately administer the medication by a licensed health care professional, who is legally authorized to provide such training and determine competence.

#### **4. DELIVERY AND STORAGE OF MEDICATION AT SCHOOL<sup>5</sup>**

Parents or legal guardians are responsible for delivering medication to the school. All controlled substances are counted and recorded upon arrival at school in the presence of the parent, guardian, or designee delivering the medication. The staff member who makes and records the count, and the parent or guardian sign the medication log attesting to the entry.

The medication is delivered to the school office in a container labeled by a pharmacist licensed in the United States. The medication container label indicates the student's name, the physician's name, the name of the medication, and directions for use. If multiple medications are to be administered at school, each medication is delivered to the school in a separately labeled container.

Over-the-counter medication that has been prescribed by an authorized health care provider is delivered to the school in the original container.

If pill splitting is required to obtain the correct dose of medication to be administered, only pills that are scored will be split. A commercial pill splitting device will be used to ensure accuracy.

All medications are stored at the school in the manner required to maintain their effectiveness. Refrigerators that are used for medication are reserved exclusively for medication storage. With the exception of medications that individual students have been authorized to carry and self-administer, they are locked in a location that is protected from persons not designated to administer medications.

#### **5. LOGGING ADMINISTRATION OF MEDICATION AT SCHOOL<sup>6</sup>**

Each student receiving medication in school has a medication log to document all medication administered to the individual student.

Medication logs include the following:

- a. Name and birthdate of student

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<sup>5</sup> Education Code Sections 44871, 44873-44878, 49400, 49422(a) and 49423

<sup>6</sup> Education Code Sections 44871, 44873-44878, 49400, 49422(a) and 49423

- b. Name and telephone number of the authorized health care provider
- c. Date of authorized health care provider's written statement
- d. Name of medication
- e. Medication dose
- f. Medication route
- g. Time the medication is to be administered
- h. Special instructions for administration, if any
- i. Space for daily entry of date and time the medication is administered at school, and space for the initials of the school nurse, or other designated school personnel who administered the medication.
- j. Instructions for logging omitted medication, failure to administer medication in the required manner and at the specified time, and any other error in medication administration, including the reasons for the error and the method and the time the parent or guardian is notified. (See also Section 6. Errors in Administration of Medication).

## **6. ERRORS IN ADMINISTRATION OF MEDICATION<sup>7</sup>**

Any failure to properly administer medication according to the written statement of the authorized health care provider, including the administration of the wrong medication or the failure to administer medication, will be reported immediately upon discovery to the site administrator, to the school nurse or other duly qualified supervisor of health, and to the parent or guardian.

Upon being notified of a medication error, the school nurse, other duly qualified supervisor of health, or site administrator notifies the authorizing health care provider, and calls 911, if necessary.

All medication errors will be documented.

## **7. MEDICATION ADMINISTRATION FOR FIELD TRIPS AND ALL SCHOOL RELATED ACTIVITIES<sup>8</sup>**

All staff members who are planning school-sponsored activities, including athletic events, notify the school nurse, other duly qualified supervisor of health, or the site administrator of the schedules

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<sup>7</sup> Education Code Sections 44871, 44873-44878, 49400, 49422(a) and 49423; See also California Code of Regulations Title 5, Sections 600, 601, 602 and 608

<sup>8</sup> Education Code Sections 44871, 44873-44878, 49400, 49422(a) and 49423; See also California Code of Regulations, Title 5, Sections 600 and 601

as soon as possible in the school year. This will allow time to schedule trained staff to attend these functions and administer medications to students if needed.

The school nurse, other duly qualified supervisor of health, or site administrator provides the designated trained staff members with all the necessary student medication that will allow students who need medication during the regular school day to participate in the school-sponsored activity.

Medication is provided in pharmacy-prepared individual containers (that contain only the amount to be administered during the activity) with labels that include the student's name, authorized health care provider's name, name of medication, dose of medication, method of administering the medication, and time of administration.

Designated trained school personnel keep all medication in a closed container on his or her person at all times, such as in a fanny pack or backpack. The school is responsible for ensuring that designated trained school personnel have access to a cell phone for contacting emergency services at school-sponsored activities.

A medication log to record the time the medication is administered accompanies each medication that is to be administered during the school sponsored activity. On return to school, the log is reviewed by the school nurse, other duly qualified supervisor of health, or site administrator and is placed in the student's health file.

When a school activity involves several days or overnight stays, careful plans are made for keeping medications safe and ensuring the confidentiality of those students who are required to take medication.

If the parent or guardian of the student attends school-sponsored activities and agrees to administer medications to their child, this agreement will be documented on the student's medication log.