



## **BENAVIDES ISD MEDICATION POLICY AND PROCEDURES**

1. Ideally, all medication should be given at home. Time schedules for medication students receive can often be adjusted in such a way that the medicine can be taken at home before and after school. Medications that are ordered once per day, twice per day, or three times per day can be given at home unless a physician specifies that it should be given at school.
2. The parent/legal guardian of the student shall provide all medication. A parent/legal guardian only must bring any and all medication to the campus nurse.
3. Students are not allowed to be in possession of any medication at anytime unless they have written permission from a physician. The written permission must state that the student has a condition that requires immediate treatment. (*Example: Asthma Inhalers*)
4. Medication that is to be administered at school for less than 10 calendar days must have written authorization from the parent/legal/guardian requesting the medication be given at school by school personnel.

No telephone requests will be accepted. The written request must include:

- Date
- Child's name
- Any allergies the child may have
- Name of medication
- Amount to be given
- Time to be given at school
- Signature of parent/legal guardian

Note: Medication cannot be stored in the health room for over 10 days without written orders from a licensed physician.)

### 5. Prescribed Medications

Written orders from a licensed physician are required if a prescribed medication is to be administered at school. Parent Consent & Physician order must accompany prescribed medication **PRIOR** to Administration! **NO ACCEPTIONS!** Orders should include all of the above plus state the medical diagnosis or reason the medication is to be given.

6. If there is a medication discrepancy that might be injurious to the student, the nurse has the responsibility to question the discrepancy and/or refuse to give the medication.
7. The label of any medication that is to be administered by the staff will be checked for the following:

- The authenticity of the container
  - A current date dispensed, which should be no more than two weeks prior to the date brought to the health room. (This pertains to prescription medication only). Parents will be questioned as to the need for the medication if the prescription does not appear to be a recent one.
  - Child's name
  - Medication, name method of administration, dosage, and instructions for use.
  - Physician's name (for prescription medication).
  - Name and address of the pharmacy (for prescription medication).
  - Expiration date of medication.
8. A daily log for medication will be maintained on each student taking medication at school.
  9. The most current physician's order or parent permission form, label on the medication, and student medication log all must have matching information. Consequently, if all three do not match your child will not receive the medication at school.
  10. If a medication cannot be administered because of any discrepancy, the parent/legal guardian will be notified so that the medication administration procedures can be clarified. Medication will only be given when all District medication policies are followed.
  11. Only the amount of medication required at school should be kept at school. (Example: Student is to take 1 Amoxil at 2:00 pm for 3 days – only 3 Amoxil should be left at school).
  12. When the duration of medication order is past and there is unused medication left, it will be destroyed by being poured down the sink or flushed down the toilet. Discarded medication may not be thrown in the trash. Drugs will not be returned to students.
  13. All student medication will be stored in a locked cabinet/drawer/container.
  14. Medication may be administered by a medically untrained designate of the principal. Non-health professionals
  15. The initial dose of any new medication cannot be given at school due to the risk of possible allergic reaction. This should be done at home.
  16. It is the responsibility of the student to report to the designated area to take his/her medication. Teachers will be notified of those students in their class requiring medication and the time that they need to take the medication.