

Burkburnett Independent School District

Medication Administration Procedures and Guidelines

2021-2022 School Year

Prescription or non-prescription medication required by a student should be administered at home by a parent or guardian whenever possible. Parents should make every effort to have medication administration set for time periods other than during school hours to avoid disruption of the student's school day. Medications prescribed three times a day or less should be given at home unless a specific time during school hours has been prescribed by the physician. When home administration is not possible, medication can be given during school hours in accordance with these guidelines and board policy. School nurses will act in compliance with the Nurse Practice Act (NPA) at all times and will not administer medication in a manner that conflicts with their professional duties and expectations under the NPA or BISD policies.

Administration of medications procedures

1. Parents/Guardians must provide all medications and required supplies.
2. Students are not allowed to carry medications or deliver medications to the nurse's office.
3. The school shall not administer expired medications.
4. Medications sent in baggies or unlabeled containers will not be given.
5. The school shall not give the first dose of any medication. All first doses of medication must be given at home so the parent can monitor for side effects or adverse reactions.
6. A separate written authorization must accompany each medication. Authorization forms are valid for the current school year only.
7. No OTC medication will be given for fever reduction in the school setting.
8. **Pre-K-5th grade:** no OTC medication will be given before 11AM or after 1PM to students in these grades, unless there is communication between the parent and the school nurse. This is to prevent accidental over medication of these young students.
9. Changes in directions for administering a medication can be received via telephone from the prescribing provider, but must be confirmed in writing within 3 days of the change. If the written changes are not received, school staff will not give medication and parents will be expected to administer the product.
10. A new pharmacy label is required for permanent medication dosage changes. A physician's written order will be accepted for a temporary change and until a new label can be obtained.
11. Medications must be stored in the nurse's office in a locked cabinet with the exception of self-carry medication.
12. Medication will not be sent home with the student. The parent and or an adult designated by the parent/guardian will need to pick up the medication.

13. End of year medications must be picked up by parents or it will be destroyed. Student medication will not be stored on campuses over summer.
14. Medications prescribed by out-of-state physicians who are registered and licensed to practice medicine in the USA may be administered for no longer than 90 days. After 90 days, the parent must provide a prescription issued by a physician licensed to practice medicine in the State of Texas.
15. No medication that is prescribed outside the United States will be administered.
16. Best practice indicates that medication can be given up to 30 minutes prior to or past the scheduled time. Therefore, if BISD has a delayed start or early release that is greater than 30 minutes prior to, or past the scheduled time of routine medication administration, the medication will not be administered at school.
17. Parents must approve medication be given on early out days.
18. A request for a physician to clarify orders or have ongoing communication to address health issues may occur.

Refusal of medication

If a student refuses to take a medication prescribed by the student's physician or an over-the-counter medicine for which the parent has requested to be administered at school, school personnel will:

1. Attempt to discover why the student is refusing medication and will encourage the student to accept the medication.
2. Not physically force the student to take the medication.
3. Contact the student's parent/legal guardian to apprise him/her of the student's refusal to take the medication and offer the parent/legal guardian the opportunity to come to the school to administer the medication.

Medication Error(s)

A medication error is any preventable event that may cause or lead to inappropriate medication use or patient harm while the medication is in the control of the health care professional, patient, or consumer. When a medication administration error occurs, staff will follow Medication Error Procedures and complete a Medication Administration Incident Report.

Location/storage of medication

Except as provided below, all medication brought to school, including over-the-counter medications, shall be kept in the school clinic in a locked cabinet.

Self-Carry of medication

A student with asthma or anaphylaxis may possess and self-administer prescription asthma or anaphylaxis medication while on school property or at a school-related event or activity if:

1. The medication has been prescribed for that student as indicated by the prescription label on the medicine.

2. The student has demonstrated to the student's physician or other licensed health-care provider and the school nurse, if available, the skill level necessary to self-administer the prescription medication; including the use of any device required to administer the medication.
3. The self-administration is done in compliance with the prescription or written instructions from the student's physician or other licensed health-care provider.

***BISD reserves the right to require any medication to be kept in the clinic if, in the nurse's judgement, the student cannot or will not carry the medication in a safe manner and properly self-administer the medication.*

Students with diabetes

1. Students with diabetes shall be allowed to carry diabetic supplies and perform care in the school setting in accordance with doctor's orders and the student's Individualized Health Plan (IHP).
2. According to HB 984, each school is required to seek school employees who are not health care professionals to serve as Unlicensed Diabetes Care Assistants (UDCAs) to assist with care of students with diabetes. This position is assigned by the campus principal and requires parent authorization. HB 984 requires that schools assign at least one UDCA if a nurse is assigned to the school full-time.
3. Unlicensed Diabetic Care Assistants (UDCA) may administer injectable insulin and/or glucagon, or any prescribed oral medication according with the diabetic student's IHP if a School Nurse is not available.
4. Proper training for all UDCA's shall occur annually.

Written request

A Medication Authorization form must be completed by the parent/guardian for all medication to be administered at school.

1. A separate request form must be completed for each medication.
2. All information requested on the form must be provided before any medication may be administered. This information includes:
 - a. Student's name
 - b. Name of medication
 - c. Dosage of medication
 - d. Time and dates of administration
 - e. Date request made
 - f. Reason for the medication
 - g. Parent/Guardian signature

3. A new written request must be completed for any changes to the original request.
4. A doctor's order/signature must be obtained for any student that requires over-the-counter medication for more than 10 consecutive doses OR for a requested dosage that is higher than the recommended package directions.
5. A request is valid for the current school year and must be renewed at the beginning of each school year.
6. The school nurse is responsible for maintaining the request form in the Campus Medication Administration Book.

Medication container

Medication (prescription and non-prescription) that is brought to school must be in the original, properly labeled container.

1. A properly labeled prescription medication is one with a pharmacy label that includes the student's name, name of medication, dosage that matches the medication authorization form, physician's name, times and methods of administration, and date the prescription was filled. The parents should request the pharmacist to dispense two labeled bottles of medication if the medication must be administered at school – one for home and one for school.
2. A new pharmacy label is required for any permanent medication dosage changes. (A doctor's written order will be accepted for a temporary change and until a new label can be obtained.)
3. Any prescription labels that state "use as directed" must include written clarification from the doctor explaining the dosage and frequency of administration.
4. Non-prescription medication must be labeled with the student's name. The original container must indicate a dosage guideline and expiration date for the medication.
5. Medication in plastic bags or other non-original containers will not be accepted or administered.
6. All sample medications (including inhalers) dispensed by doctors must be accompanied by the doctor's written authorization/prescription for the administration of the medication.

Transportation and check-in process

All medications must be transported to and from school by the parent or guardian.

- a. The school nurse or designated assistive personnel will count and document all incoming prescription medication in the presence of the parent/guardian. Both nurse and parent must sign the document (back of medication authorization form). Also document when the medication is picked up or is wasted/destroyed.
- b. When an OTC medication is brought to the nurse's office, nurse to review and sign (bottom of authorization form). Also document when medication is picked up or is wasted/destroyed.

The nurse has the right to refuse any such medication that is brought in by a student or in a student's backpack and the district is not responsible for lost or misappropriated medication that is sent to the school with the student.

Medication on field trips (refer to medication: field trips guidance)

1. Any medication that must be sent on a field trip must be in the properly labeled original container or in a properly labeled unit dosage container. The unit dosage container should contain only the required number of pills to be administered on the field trip. The school nurse must fill the properly labeled unit dosage container from the original properly labeled container.
2. A copy of the Medication Authorization Form must accompany each medication to be administered on the field trip.
3. The parent/guardian may submit written permission for the school to waive a dose of medicine for the field trip if the medication can be safely rescheduled or omitted.
4. The principal designated staff member who will administer medications on a field trip or athletic trip will follow BISD Procedures and Guidelines for medications. The responsibility of administering medications to students, other than their own, cannot be delegated to parents or other chaperones.

Training

The school nurse will train all school personnel whom the Principal has designated to administer medication prior to their administration of any medication. The school nurse and/or Health Services Coordinator will periodically re-evaluate the skills of the principal designee to administer medication. The Medication Administration Training checklist will be filled out for each principal designee every year. Additional training will be provided, as needed, or as otherwise required by law.

***As used in these guidelines, a reference to "Doctor" or "Physician" includes MDs, DOs, and Dentists licensed to practice in U.S.A., as well as also includes Physician's Assistants and licensed Nurse Practitioners who are authorized to issue prescriptions and who practice under the authority and supervision of a licensed physician.*