

## ABINGTON PUBLIC SCHOOLS

### MEDICATION POLICY

*Policy:* A written medication order from the licensed prescriber is required prior to the administration of any prescription medication within the school.

*Purpose:* To ensure compliance with MDPH 105 CMR 210.00

*Procedure:* 1. The school nurse obtains a written medication order from the licensed prescriber prior to administering any prescription medication.

2. The school nurse provides the prescribing provider with a Medication Order Form for them to complete and return to the school nurse.

3. The order includes, but is not limited to:

- Student name
- Name, phone number and signature of licensed prescriber
- Name, route and dose of medication
- Frequency and time of administration
- Date of order
- A diagnosis and any other medical condition(s) requiring medication, if not a violation of confidentiality or if not contrary to the request of a parent, guardian or the student to keep confidential
- Specific directions for administration
- Consent for student self administration

4. Every effort is made to obtain the following information from the licensed prescriber as appropriate:

- Any special side effects, contraindications and adverse reactions to be observed
- Any other medication being taken by the student
- Date of return visit, if applicable

5. For short-term prescription medications i.e. those requiring administration for ten (10) school days or fewer, the pharmacy-labeled container is used in lieu of a licensed prescriber's order. If a nurse has a question relating to the order, a request is made for a written order from the licensed prescriber.

6. For over the counter medications an i.e. non-prescription medication, the school nurse complies with the Board of Registration in nursing's protocols regarding administration of over the counter medications in schools.
7. Investigational new drugs are administered in the school with written order by the licensed prescriber, written consent of the parent/guardian and a pharmacy labeled container for dispensing. If there is a question, the Head School Nurse seeks consultation and/or approval from the school physician(s) to administer the medication in a school setting.
8. All medication orders are renewed as necessary, including the beginning of each academic year.
9. A telephone order or an order for any change in prescription medication from a physician is received only by the school nurse.
10. All verbal orders must be followed by a written order within three school days or the verbal order becomes void.
11. Faxed orders are acceptable with the hard copy remaining on file in the license prescriber's office.
12. The written medication order is kept on file as a permanent part of the student's Health Records.
13. The school nurse obtains written authorization by the parent/guardian prior to medication administration.
14. The school nurse provides the parent/guardian with the Parental Consent for Prescription Medication Form.
15. The consent form includes, but is not limited to:
  - Parent/guardian/emergency contact name and phone number
  - List of all current medications, if not in violation of confidentiality
  - Approval for school nurse or personnel designated by the school nurse to administer the prescription medication
  - Name and phone number of prescribing provider
16. The written Parental Consent Form is kept on file as a permanent part of the student's Health Record.
17. In accordance with the Standards of Nursing Practice, the school nurse may refuse to administer or allow to be administered any medication, which, based on an individual assessment and professional judgment, has the potential to be harmful, dangerous or inappropriate. In these cases, the parent/guardian and licensed prescriber are notified immediately by the school nurse and the rationale for refusal is explained. All unresolved issues are reported to the Head School Nurse and to the School Physician.

I combined the other document with this for ease of discussion.

#### MEDICATION:

All medication should be given at home whenever possible. In the event that medication needs to be given during the school time, the student may do so after consent forms, available in the health office, are completed by the students' physician and parent and/or guardian. Any medication to be given for more than ten (10) school days must have a signed physician order form. Medication must be in a labeled prescription bottle from a pharmacy and brought in by the parent and/or guardian. In the event that a parent wants their child to receive Tylenol, Ibuprofen, Pepto Bismol, Tums, etc. for pain, headaches, etc. a consent form must be signed for the nurse to administer these medications.

No student is allowed to carry any medication with them during school hours or functions, with the exception of those students who have completed consent forms to 'self administer'. Abington Public Schools shall not prohibit students with asthma or other respiratory disease from possessing and administering prescription inhalers or students with life-threatening allergies from possessing and administering epinephrine in accordance with Department of Public Health regulations concerning students' self administration of prescription medications.

*Approved by the  
Abington School Committee  
September 24, 2013*