



**BURLINGTON**  
AREA SCHOOL DISTRICT

## **HEALTH SERVICES DEPARTMENT**

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### **School Medication Administration Procedures**

It is the policy of the Burlington Area School District, that all student medications, both prescription and non-prescription, will be administered in accordance with state law. Therein, any medication must be recognized as drugs in the official U.S. Pharmacopoeia and national formulary or official Homeopathic Pharmacopoeia of the United States or any supplemental publication to these references. Health Services Department personnel of the Burlington Area School District under the direction of a Registered Nurse, will administer all medications. **Students of the Burlington Area School District are NOT allowed to carry and self-administer ANY medication while attending school with the exceptions of: Inhalers, Insulin, Epi-Pens & Glucagon.** All medications are to be brought to school by the parent / guardian and must meet the following requirements:

#### **Prescription Medications:**

1. All prescription medications including inhalers & Epi-Pens require a Medication Administration Consent Form signed by the prescribing MD / PA / NPAP and parent. These forms are available for download on the school website and from the school health office. Parents will have up to **48 hours** to submit completed official authorization to the school.
2. Prescription medications will be administered according to MD orders by designated school personnel under the direction of a registered nurse
3. Medications given at school **must** be in the **original container** with pharmacy label of:
  - a. Student's full name on the container
  - b. Medication name on the container
  - c. Pharmacy name & phone number
  - d. Prescription number
  - e. Physician name
  - f. Dosage and Instructions
4. Narcotic pain medications such as Vicodin, Hydrocodone, Tylenol #3, etc... or medications that create cognitive changes such as Valium or Ativan, **will not be administered** by the health services department personnel. If you feel your child requires this type of medication, it is in their best interest to remain at home while taking this type of medication.
5. A physician order is required for any prescription medication dose changes. Only a registered nurse can take verbal medication orders.

6. Morning medication doses should be administered to the student at home **PRIOR** to school arrival to prevent the transporting of potential controlled-substances between home & school and to assure the medication is benefitting the student prior to 1st hour classes.

### **Non-Prescription Medications (Over-the-Counter):**

1. All non-prescription medications require a Medication Administration Consent Form signed by the parent / guardian. Parent will provide the school with the supply of medication.
2. The student's supply of non-prescription medication such as Tylenol, Ibuprofen, etc..., will be kept at school in the health room for occasional use by the student throughout the school year and will be administered by appropriate personnel according to policy.

### **Complementary & Alternative Medication (CAM):**

The National Center for Complementary and Alternative Medicine (NCCAM) defines this category as a "group of diverse medical and health care systems, practices, and products that are not generally considered part of conventional medicine." (NCCAM, 2011).

In accordance with state law and Burlington Area School District policy, all non-prescription and prescription medication must be recognized in the official U.S. Pharmacopoeia and national formulary or official Homeopathic Pharmacopoeia of the United States.

For the safety and protection of students, complementary and alternative medications, preparations and/or solutions, which are intended to create a change in health status, will not be given in the school setting unless approved by the FDA or prescribed by a practitioner (MD/PA/NPAP).

The following criteria must be met on the CAM prescription:

- Is presented in the original container with label
- Use for student is indicated
- Appropriate dosing for student is clearly stated on the label / packaging insert
- Possible untoward effects are listed
- Signed practitioner consent if non-FDA approved
- Signed parent/guardian statement

The Burlington Area School District reserves the right to refuse administration of a complementary and alternative medication, preparation and/or solution, even with a prescribing signature, in the event that the use of medication could create safety implications or change the baseline health status for other individuals within the school setting.

All medication will be kept in a locked container or cabinet in the health room. Designated school personnel will supervise the student while taking the medication. Self-administered medications (inhalers, Epi-Pens, insulin) are an exception to this and require specific consent.

A medication record will be kept for each student receiving any medication (prescription or non-prescription), at school with the exception of self-administered medications.

Parents must notify the school when a drug is discontinued.

New permission forms must be received at the start of each school year for any medication.

All medications at school must be picked up by the parent. NO medications will be sent home with a student.

All medications will be disposed of according to health safety guidelines, 10 days after the conclusion of the last day of school.

Medication errors will be documented on a Medication Incident Report Form and the following individuals will be notified immediately:

1. School Nurse
2. Parent / Guardian of Student
3. School Administrator
4. Student's Physician

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