

**Policy:****MEDICATION ADMINISTRATION AT SCHOOL:  
PRESCRIPTION & NON-PRESCRIPTION**

Listed below are the complete medication administration policies and procedures for Owensboro Catholic Schools. These steps were put into place to safeguard the well being of your child, and to accurately & safely administer consented medication.

**1. PRESCRIPTION MEDICATION**

- a. Must be provided by the parent/guardian
- b. Prescription medication cannot be administered without the appropriate health care provider's order (licensed physician, nurse practitioner, physician assistant, or dentist who has the responsibility for the medical management of the student).
  - i. **The prescription container shall serve as the prescriber's original order since the prescription is on file at the pharmacy.**
- c. No sample medications will be given unless accompanied by a written order from the prescribing health care provider.
- d. Medication, including samples, must be received in original container, with the intact prescription label attached, containing the following:
  - i. Student's name
  - ii. Date
  - iii. Prescribing physician
  - iv. Dosage/strength
  - v. Directions for use (including frequency & duration)
  - vi. Pharmacy name and address
  - vii. Those with altered or changed labels will not be accepted.
- e. **Controlled medication** will be counted and verified by both the parent/guardian and designated OCS school personnel when the medication is brought in to the school, requiring both individuals to initial the consent form or MAR, verifying the correct count. The medication count and initials are to be entered on the "Consent and Release for Administration of Prescription and Non-Prescription Medication" when medication is brought in to the school initially, then on MAR for subsequent refills are brought into the school. Antibiotics and steroid type meds do not need counting.
- f. Prescription medications, such as antibiotics, directed to be given two or three times a day should be administered entirely at home. An exception may be made by the School Nurse if the student is in the After School Program or will remain after regular school hours for a school-sponsored activity/function, if designated staffing is available

**2. NON-PRESCRIPTION MEDICATION FROM HOME**

- a. Must be provided by the parent/guardian
- b. Must be received in original container
- c. Medication must match the container's label
- d. Label must be intact with information of indications and directions included.
- e. May not be given no more than 3 consecutive days without a written physician's order

3. **NON-PRESCRIPTION MEDICATION PROVIDED BY THE SCHOOL**:
  - a. A limited supply stock of non-prescription/over-the-counter symptom-specific medications may be available at the school during the current school year.
  - b. This listing of specific non-prescription/over-the-counter medications, which is in accordance with the manufacturer's guidelines, is Pediatrician reviewed, approved, and renewed yearly
  
4. **CONSENT**
  - a. **Prescription Medications & Non-Prescription Medication from Home**
    - i. Written request from Parent/Guardian must be accompanied by a completed & signed copy of the "Consent and Release for Administration of Prescription & Non-Prescription Medication" form
    - ii. Consent must be given to the School Secretary or School Health Tech when medication is brought in to the school
    - iii. Written consent from parent/guardian must include:
      1. Student's name (first and last)
      2. Name of medication
      3. Dosage (not to exceed the recommended dosage)
      4. Time and date & indications of medication is to be administered
      5. Limit one (1) medication per consent form and valid for current school year only
  
  - b. **For Non-Prescription Medications provided by the Schools:**
    - i. Parent/Guardian must submit a completed & signed copy of "Consent for Non-Prescription Medications Provided by the School"
    - ii. Parent/Guardian will indicate on the above-mentioned consent, which specified non-prescription/over-the-counter medication(s) the student is permitted to receive on an "as needed" basis during the current academic year.
    - iii. Consent authorizes the administration of the specified non-prescription/over-the-counter medication(s) for signs, symptoms, &/or complaints that student may have, without having to contact parent/guardian each time the specified medication is requested by student.
  
5. **GENERAL GUIDELINES**
  - a. All medications will be accepted on an individual basis at the discretion of the School Nurse
  - b. All medications administered at school will be given by the School Health Tech, School Nurse, or Principal-designated trained OCS personnel
  - c. Students are to be supervised while taking ANY medication
  - d. First dose of medication or dosage change is recommended to be given at home
  - e. Two medications must not be mixed in the same bottle.
  - f. A medication (even if identical) will NOT be "borrowed" from a child for use by a sibling
  - g. No products containing aspirin (ASA, Acetylsalicylic acid, salicylates) will be given without a physician's order
  - h. Herbal Medications and nutritional supplements will not be administered by any of OCS Staff
  - i. Student will be provided privacy for medication administration and any information will be kept confidential according to the Family Right & Privacy Act (FERPA)
  - j. Ear and eye drops for QID (four times a day) should be given by parent/guardian/adult unless a health care provider is on site or School Nurse makes specific exception.

- k. Parent/Guardian will be notified if:
  - i. If temperature is  $\geq 100.4$  F, if complaint continues, or if complaint increases after intervention
  - ii. Frequent requests/frequent visits to Health Room
  - iii. If medication could not be given as requested/prescribed (i.e. refused, spilled, vomited, lost)
  - iv. Any time needed for guidance or to discuss student's health concerns

## 6. **SELF-ADMINISTRATION**

- a. All medications administered at school will be given by the School Health Tech, School Nurse, or Principal-designated trained OCS personnel
- b. Students will be supervised while taking ANY medication
- c. All student of OCS, regardless of age, are NOT allowed to self medicate &/or NOT allowed to carry or have in their possession any medication during school hours &/or while on OCS property
  - i. **Please note for OCMS and OCHS students only:** OCMS & OCHS students may keep in their possession life saving medication where time is of the essence, specifically, ASTHMA INHALERS & EPI-PENS, if a signed School Health Plan of Care is in place in Health Office and written consent has been obtained from the parent/guardian, student, School Nurse, & Physician. Students who demonstrate an inability to manage self-medication properly will not be allowed to continue this practice

## 7. **CHANGES IN MEDICATION**

- a. The order and/or consent will be kept current as changes in dosage or dose times occur. All changes must be documented in writing from the physician and/or a parent note with a new prescription bottle & consent

## 8. **TRANSPORTATION, RETRIEVAL, & DISPOSAL**

- a. Parent/Guardian may cancel medication request at any time &/or retrieve their student's medication from the school at any time
- b. All medications must be picked up from the school by a **parent/guardian**
  - i. **Medication is NOT allowed on the Daviess County School System Buses at any time**
  - ii. **NON-BUS RIDING OCHS STUDENTS ONLY:** OCHS Students may obtain his/her medication at afternoon dismissal if the student is immediately leaving OCHS premises after designated OCS staff notifies & obtains parent/guardian consent
- c. Medications will be disposed of as witnessed, documented, and signed by 2 OCS staff members in the event of the following:
  - i. Medication not picked up by the parent/guardian within 10 days of school closing
  - i. Non-Prescription medications without a physician's order not picked up 10 days after receipt
  - ii. Unclaimed medication
- b. A courtesy note may be sent home with the student as a parent reminder at the end of the school year

**9. MEDICATION REFUSAL**

- a. Student:
  - i. If a student refuses to take medication or is uncooperative during medication administration, the parent/guardian will be contacted and medication administration may be omitted.
  - ii. A conference will be scheduled with the parent/guardian to resolve the conflict
- b. School Nurse:
  - i. All medications will be accepted on an individual basis at the discretion of the School Nurse
  - ii. The School Nurse has the right to refuse to administer any medication the nurse believes is not in the best interest of the student, due to dosage, side effects, or other concerns. A conference will be scheduled with the parent/guardian for discussion

**10. MEDICATION STORAGE**

- a. Medications will be kept at proper temperature in a secured locked, clean container or cabinet accessible only to the responsible authorized school personnel.
- b. Medications will be stored after school hours in a secured locked area.
- c. Expiration dates on any medications present in OCS Health Room will be checked on routine basis. Parent/Guardian will be notified of out-dated medications to obtain replacement.

If you have any questions or concerns, please contact me at 270-852-8005 or [sherry.krampe@owensborocatholic.org](mailto:sherry.krampe@owensborocatholic.org).

Yours in health,

Sherry Krampe, BSN, RN  
School Health Coordinator/School Nurse