

GUIDELINES FOR THE ADMINISTRATION OF MEDICATION
in the Springfield Public Schools

1. No medication will be given to a student until the medication permission form is completed and signed by the physician and by the parent / guardian. A physician's med. order may be attached to the medication permission form (signed by the parent) for short-term medication needs at school.
2. All medication administered during the school day must be necessary in order to allow the child to attend school.
3. Prescription medication shall display:
 - *Child's Name
 - *Prescription number
 - *Medication name and dosage
 - *Administration route
 - *Time to be given and/or other directions
 - *Date of prescription and refill
 - *Licensed Prescriber's Name
 - *Pharmacy name, address, phone number
 - *Name or initials of pharmacist
4. *The first dose of any new medication will not be given at school due to the possibility of an adverse reaction.*
5. Over-the-counter (OTC) medications are discouraged at school. When ordered in writing by the physician and parent, OTC medications shall be brought in with the manufacturer's original label with the ingredients listed, and with the child's name affixed to the container.
6. Medications should be stored in the most current container with proper directions as to correct dose and time to be given.
7. *It is the responsibility of the parent to furnish the school with an adequate amount of medication in a timely manner.*
8. Any changes in dose, time, or directions must be in writing from the parent / guardian and the physician or licensed prescriber. A physician's faxed order is acceptable.
9. When giving medications at school, always check for these five rights:

Right DRUG Right DOSE Right ROUTE Right TIME Right STUDENT
10. To reduce the chance of error when giving medications, make it a habit to check the med three times:
1. When reaching for the bottle 2. When opening the bottle 3. When replacing the bottle
11. Never leave medications open and unattended for any reason!
Medications should be stored in a locked cabinet.
12. All medications must be recorded with the date and time given, and the initials of the person giving the medication. Medication recording forms are kept in the medication log book, are updated each year, and available from a nurse.
13. In cases where the student shall be allowed to self-administer an asthma inhaler rescue medication or for severe allergy the epinephrine auto-injector, a written statement from the parent is required (see 'Physician Request and Parent Agreement for Self-Administration of Asthma Medication' or 'Severe Allergy EpiPen Authorization' with 'Parent and Student Agreement...'). The prescription label on the asthma inhaler box must accompany the written request. The asthma inhaler box label must state the name and purpose of the medication or epinephrine auto-injector; the prescribed dosage, and the time or times at which or the special circumstances under which the medication or epinephrine auto-injector is to be administered OR the parents / guardians may provide a written statement from the student's physician stating same. Students self-administering medication are encouraged to document frequency of use while at school.
14. If a medication is not given as ordered, the reason must be documented and the parent/guardian informed.
15. If a medication error is discovered or suspected, a school nurse will be notified to contact MD / parent.
16. The medication log sheet and parent / guardian permission form are filed in the student's health folder at the end of each school year, or upon completion of the medication as ordered by the physician.
17. Herbal preparations and/or other alternative products require physician's statement and must follow the guidelines given above.

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