

## Medication Policy

Any student found to be carrying his/her medication on his/her person without the knowledge of the nurse may be subject to disciplinary action to the guidelines stated in the Francis Howell School District, Code of Conduct. All medications shall be kept in a locked cabinet in the nurses' or principal's office.

### **Prescription and Non-prescription medicines administered at school**

Pursuant to Francis Howell School District Policy, the giving of prescription and non-prescription medicine by the nurse, principal or the designee shall be restricted to **necessary** medication that **cannot** be given on an alternative schedule.

### **Prescription medicine**

1. **MUST** be accompanied by a label affixed by a pharmacy or physician showing:
  - a. Name of student
  - b. Total daily dosage and schedule of administration
  - c. Date purchased
  - d. Physician's name
  - e. Name of medication
2. **MUST** have a written physician's order
3. A parent/guardian must request in writing that the District comply with the authorized prescriber's request to give medication. (The District will not administer the initial dose of any new prescription except in an emergency).
4. Any changes to a medication dosage must have a written physician's order, a parent request for administration and be accompanied by an updated Rx prescription label. No outdated medication prescription label will be accepted. Each new prescription must have a new label and vial.
5. If an asthmatic/allergic student needs to carry an inhaler/auto-injector, a separate packet needs to be completed and returned to the Health Office.
6. All medication authorizations are effective only for the school year for which it is granted and must be renewed annually.

### **Non-prescription medicine**

1. **MUST** be in the **original, unopened** container.
2. **MUST** have a written order, signed by the physician or advance practice nurse, stating the name of the medication, the name of the child, dosage and schedule of administration and reason for giving. When possible, the prescriber should state potential adverse effects and applicable emergency instructions.
3. A parent/guardian must provide a written request that the district comply with the authorized prescriber's request to give medication.
4. All medication authorizations are effective only for the school year for which it is granted and must be renewed annually.

### **Parent/Guardian Administration**

In situations where the parent/guardian chooses, the parent/guardian may come to school to administer medicine to his/her child.

### **Middle and High School**

Acetaminophen (Tylenol<sup>®</sup> or generic brand) 325 mg. (1 or 2 tablets) or 500 mg. (1 or 2 tablets) every 4 hours, or Ibuprofen 200 mg. (1 or 2 tablets) every 6-8 hours as needed for pain or fever, may be administered to students at the secondary school level. Administration is restricted to dosages as prescribed by the Francis Howell School District's consulting physician. **\*This courtesy is limited to eight (8) times during the school year with written parental/guardian permission. If the student requires more that the allowed dosages per year, the parent/guardian will be required to supply the medication with a written physician's order.**

### **Elementary School**

Acetaminophen (Tylenol® or generic brand), per package directions may be given to elementary students for fever or pain. **\*This courtesy is limited to four (4) times during the school year with written parental/guardian permission. If the student requires more than the allowed dosages per year, the parent/guardian will be required to supply the medication with a written physician's order.**

### **Preschool**

Acetaminophen (Tylenol® or generic brand), per package directions may be given to elementary students for fever or pain. **\*This courtesy will be limited to a case-by-case basis.**

### **Application of Nurses Professional Judgment**

**The administration of medication, including over-the-counter medications, is a nursing activity, governed by the State of Missouri Nurse Practice Act.** The nurse is also empowered to contact the prescriber or pharmacist filling the prescription to discuss the prescription or to verify the validity of the medication order if the nurse has questions regarding the administration of such medication.

It shall be the policy of this District that the District will not knowingly administer any medication to a student if the District's registered professional school nurse believes, in his/her professional judgment, that such administration could cause harm to the student, other students, or the District itself. Such cases may include, but are not necessarily limited to, situations in which the District is being asked to administer medications in a dosage that exceeds the highest recommended dosage listed in the current annual volume of the Physician's Desk Reference or other recognized medical or pharmaceutical text.

### **Medications for Field Trips**

1. Medications that **MUST** be given during the time a student is off campus, (i.e. seizure meds, inhalers, sting allergy meds), may only be given by a responsible adult, employed by the district and trained by the nurse on the "5 R's" of medication administration.
  - f* The right medication
  - f* The right patient
  - f* The right dosage
  - f* The right time
  - f* The right route
  
2. Students with severe sting allergies may carry and epi-pen auto injector with them while on outdoor trips. If the student is not responsible because of age or other factor or cannot assume the duties of using the epi-pen auto injector, the auto-injector may be carried by the teacher, after the teacher has been trained by the R.N. and has proven proficiency in its use

Please contact your School's Health Office if you have any questions regarding this policy.

Thank You,  
Francis Howell School District Health Office