



Medication Administration Policy

Introduction

Some students require administration of prescription and/or non-prescription medication during school hours on a regular or temporary basis. New Garden Friends School has adopted this medication policy in compliance with North Carolina State Law and the North Carolina Board of Nursing regulations to ensure the health and safety of students who need medication during the school day.

Policy

The School Nurse must oversee all medications (over-the-counter, prescription, and emergent) for all students. New Garden Friends School does not permit students to keep medications in their possession without the knowledge and consent of the School Nurse. By supervising the storage and administration of medication, the nurse provides families with the assurance that student health needs are addressed in a safe manner. The parent/guardian shall be responsible for providing all medications to be administered, except for certain over-the-counter medications that are available in the School Nurse's office (see below). Medications to be administered at school, both prescription and non-prescription, must be prescribed, authorized, and signed by a physician or provider on the **Medication Administration Authorization Form**. The form must also be signed by the student's parent/guardian. This form must be completed and turned in to the School Nurse before any medication will be administered. All medications and forms will be reviewed by the School Nurse prior to administering medication to a student. As an alternative, parents may choose to come and administer medications to their child. Please download the **Medication Administration Authorization Form** [here](#).

Prescription Medications

Medications must be brought to the School Nurse's office by a parent/guardian, not the student. Each medication must be listed on the form signed by the prescribing health care provider and the parent. If the dosage is changed, a newly labeled container and an updated **Medication Administration Authorization Form** must be provided. No medication will be given beyond the expiration date. Controlled substance medications (such as ADD or pain medications) will be counted by the nurse with the parent/guardian on receiving or returning of medications. When treatment has been completed or at the end of the school year, unused medication should be picked up by the parent/guardian. At the end of the school year, all expired and unclaimed medication will be safely discarded.

No student may carry medications or self-medicate except for students with diabetes or students who require rescue medications such as epinephrine auto-injectors (epi-pens) and inhalers for asthma. A completed **Medication Administration Authorization Form** must be on file. Students with diabetes may self-administer insulin and carry glucagon if deemed appropriate by their healthcare provider and the School Nurse. Self-medication privileges may be revoked if the student exhibits a lack of responsible behavior. Prescription medications must be provided in a current pharmacy-labeled container. The label should state the student's name, name of medication, dosage, frequency and method of administration, and the name of the prescribing physician. (Parents may want to have the pharmacist label two containers, one for home use and one for school use, if the child is to receive the medication at both).

Non-prescription Medication

All medications will be administered according to manufacturer's recommendations on the label unless otherwise indicated by the healthcare provider on the **Medication Administration Authorization Form**. The following over-the-counter medications are available in the Nurse's Office: Tylenol (acetaminophen), Advil (ibuprofen), Tums, Dramamine (meclizine), Nauzene, Pepcid (famotidine), Loperamide (anti-diarrheal), Pepto-Bismol, Benadryl (diphenhydramine), Zyrtec (cetirizine), Claritin (loratadine), After Bite Itch Eraser, Anti-itch cream, and Saline eye drops.

For students in middle school and younger, a parent or guardian will be notified prior to administering non-prescription medication to obtain verbal consent. For students in high school, verbal consent is not needed for non-prescription medication and parents/guardians will be notified of the medication, dosage, and time of administration in an email.

Administration of Medication

Only New Garden Friends School employees to whom such responsibility has been delegated by the School Nurse will administer medications. The training of staff will include the following:

- The 5 “Rights” of medication administration: Right Child, Right Medication, Right Dosage, Right Time, Right Route
- Safe storage and handling of medication, including medication disposal
- Documentation of medication administration
- Appropriate action for medication error, adverse reaction, or student refusal

Documentation

All administered student medications will be documented on a medication log that includes the date, time, full name of student, name and dosage of medication given, and initials of the person administering the medication. Logs will be kept with the medication and filed in the student’s health record at the end of the school year. Medications given in the Nurse’s Office will be recorded in the electronic student medical record.

Medication storage

Daily non-emergent medication will be kept in the Nurse’s Office or in a locked medication box/file cabinet in the front office as deemed appropriate by the School Nurse. The School Nurse and delegated staff will be responsible for its supervision. Emergency rescue medications for individual students in the Lower School, such as epinephrine auto-injectors and inhalers, will be placed in the classroom first aid backpack. Responsible students in middle and high school who have healthcare provider authorization and who demonstrate proficiency may self-carry emergency medications. A **Medication Administration Authorization Form** must be on file with the School Nurse.

Off-Campus Trips

The **Medication Administration Authorization Form** is the authorized form used for all on-campus and off-campus activities, including overnight trips. Specific teachers/chaperones on the trip will be identified to administer medications while students are off campus. The School Nurse will provide the appropriate completed **Medication Administration Authorization Forms** to these individuals. No students on an off-campus trip will be allowed to self-carry any medications except in the case of rescue medications (epinephrine auto-injectors, inhalers and diabetic supplies). For medications normally taken at home outside of school hours, this may require advance planning to ensure necessary medication forms are completed.

When medications must be taken on overnight trips, the following safety measures should be taken:

- Send only essential medications on the trip.
- Send only the required amount of medication in a pharmacy-labeled or over-the-counter labeled bottle.
- Identified teachers/chaperones accompanying the student will hold the medication and supervise the student taking the medication.

Please email health@ngfs.org with questions regarding the Medication Administration Policy.