

MEDICATION ADMINISTRATION GUIDELINES FOR PARENTS

Any time you desire for your child to have medication, the medication should be given at home. Medications prescribed to be taken 3 times a day or less should be given at home to prevent unnecessary disruption of the school day. Many children, however, are diagnosed with a chronic condition *requiring* medication to be administered during school hours in order to attend school. The medication administration program exists to meet the needs of those students diagnosed with a chronic condition requiring medications while in school.

If your child has not been diagnosed with a chronic condition and you desire for your child to have a medication while in school, you have the following options:

- Give the medication at home (you may speak with the medical provider to arrange an alternative schedule outside of school hours).
- Come to the school to give the medication at the appropriate time.
- Choose for the medication to be administered during school per guidelines.

Notification and Authorization

- You must notify the school nurse if a medication is needed in school. School nurses have the legal authority and responsibility to authorize all medication.
- All **medication** and supplements require written authorization of **both** the parent/guardian **and** the medical provider, except for a single, age-appropriate, over-the-counter medication taken for 10 consecutive school days or less. Then, only written authorization of the parent/guardian is required. Medical provider authorization is required if it is to be repeated.
- The first dose of a new or changed medication must be given at home.

School Medication Prescriber/Parent Authorization form (PPA)

1. "Student Information" section:
 - Parent/Guardian must complete
 - Every blank field must be completed (including allergies, height, weight, and date of birth).
2. "Parent Authorization" section:
 - Parent/Guardian must sign for medications to be given at school, **unless** the medication is an asthma inhaler, Auvi-Q, or EpiPen that is authorized for self-administration.
 - Parent/Guardian must not sign this section if authorizing for "Self-Administration."
3. "Self-Administration Authorization" section:
 - Parent/Guardian must sign if child is to self-carry/self-administer a medication.
 - Asthma rescue inhalers, Auvi-Q, and EpiPen are the only medications approved for "Self-Administration."
4. "Prescriber Authorization" section:
 - The physician or Nurse Practitioner must complete (NOT the parent).
 - Every blank **must** be completed.
 - This section **must** match the medication label and Medication Administration Record (MAR).
 - The State of Alabama considers this section as the provider's "prescription pad."

- For "Begin Medication" and "Stop Medication" dates, the medical provider may use the following example as applicable: "School Start 2014-2015" and "School End 2014-2015."
- "Use as Directed" is unacceptable according to the Alabama Board of Nursing, must state specific medication administration instructions. For example, "headache" is acceptable and "body ache" is not.
- "Frequency/Time(s) to be given" – When ordering a medication "PRN", there must be specific time parameters (i.e. every 4 hours, PRN).
- "Self-Administer/Self-Carry" refers **only** to inhalers, EpiPen, and Auvi-Q.

Medication Delivery/Receipt

- You must supply all medication and supplies necessary for medication administration.
- You **must deliver and must check-in all medication. Students are prohibited from delivering medications.**
- No more than a 30 school-day supply of medication can be accepted. The pharmacy can provide a school supply of medication in a labeled container.
- NO medication can be accepted without a completed PPA form for current school year and verification of all above.
- Each medication must have a separate authorization form.
- Medication cannot be accepted unless instructions on authorization form match pharmacy prescription label (i.e. provider's written order) or manufacturer's label (if medication is over-the-counter medication).

Medication Container and Label Requirements

Prescription Medication - must be provided in the original, pharmacy-labeled container. The information on the label and authorization form must match.

Asthma Inhalers, EpiPens, and Auvi-Q- devices must have an attached pharmacy-label or be kept in its pharmacy labeled box. The pharmacy can label the device.

Over-the-Counter Medications - Over-the-counter medication must be provided in the original, unopened, sealed container with the manufacturer's label *and* the child's name. The parent/guardian must label the container with his/her child's name without covering the manufacturer's label (i.e. permanent marker).

Field Trips

- The **parent/guardian** may go on the trip and give a medication.
- Emergency medications and those identified in the Individualized Education Plan (IEP) or 504 Plan are administered by authorized staff per guidelines.

Expired, Discontinued, and Unused Medications

The parent/guardian must pick-up any expired or discontinued medication within (5) school days of expiration/discontinuation and must pick-up any unused medication before the last day of school. Medications cannot be stored after the last school day.