

MEDICATION GUIDELINES

Safety precautions must be taken by the individual who is assisting a student in the self-administration of medications:

1. Give the RIGHT DRUG by checking the label on the medication bottle with the medication form.
2. Give the RIGHT DOSE by again checking the label on the medication bottle with the medication form.
3. Give the drug to the RIGHT STUDENT. If for some reason you question the identity of the student, check the permanent record for the picture or ask another staff member to I.D. the student for you.
4. Give the drug at the RIGHT TIME, once again by checking the label on the medication bottle and the medication form. The student is responsible for coming to the office to get his or her medicine.
5. Never make any assumptions about the medication and do not ask the student for answers to any questions you might have about dosages.
6. If there are any questions or discrepancies, call the parent first.
7. Avoid distractions or interruptions when assisting students in the self-administration of medications. For example: Do not try to give a student a pill, answer the phone and type a letter all in the same "motion." An error probably will occur, most likely with the medication. Don't take the chance.
8. Keep all medications locked in the designated area in the school.
9. Record on the medication form the date, time, and your signature.
10. Medication bottles are not to be given to the student to pour out his or her own dose. The medication must be checked following the above steps and given to the student.
11. The student must be observed taking the medication by the person who is assisting that student. Do not let the student leave the room with a pill in hand.
12. The student should administer his or her own inhaler per HB 121.
13. If a student/parent presents a new medication, be sure it is in the original container for identification/safety purposes and that the parent fills out a medication form.
14. Remember confidentiality - if a parent calls or approaches you about his or her child and that child is not in your school, tell the parent that, for confidential reasons, it would be better if the parent discussed the matter with the school nurse and/or administrator of that particular child's school.

Revised: February 21, 2001

Columbia Schools, Columbia Station, Ohio