



La Feria Independent School District

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Cynthia A. Torres, Superintendent

C. Torres

La Feria I.S.D.
School Board

July 17, 2023

Jane Castillo
President

Administrative Policy #10
RE: Medication Administration Guidelines

Katie Johnson
Vice-President

Administrative policy has been established to ensure that proper attention is given to students who require medication to be administered at school.

Alma Martinez
Secretary

MEDICATION ADMINISTRATION GUIDELINES

Follow LFISD Policy FFAC.

Juan Briones
Member

Administrative Responsibility

1. The Health Services Coordinator/RN must institute a system of authorization, administration, documentation, and storage of medication.
2. The Health Services Coordinator/RN will use their discretion to require doctor authorization for any medication.
3. The principal assigns unlicensed assistive personnel (UAP) to administer medication.
4. The Health services Coordinator/RN or designee must provide general and specific training in the administration of medication to the designated UAP annually and as needed, document the training and file it in the medication notebook. Record the documentation of the specific training on the student's medication log. Training should relate to specific information regarding the student and the medication, i.e. adverse effects.

Gloria Casas
Member

Lisa Montalvo
Member

Ruben Zambrano
Member

Authorization

1. Have parent/guardian fill out and sign the Medication Authorization Form.
2. All medications should be brought in by the parents. If parents are unable to do this, assist the parent in making arrangements for safe transportation of the medication. **Students are not allowed to transport medications to and from school. Medications cannot be transported by students on the bus. -NO EXCEPTIONS.**
3. The first dose should be given at home.
4. Prescription medication must be brought in a correctly labeled container that states the student's name, the name of the medication, dosage, route, the time of day to be given, the date the prescription was filled, expiration date of the medication and the name of the prescribing practitioner. The pharmacist can divide the medication into two containers-one for home and one for school.

5. Changes in prescription medication, including dosage change, require a new **Medication Authorization Form** signed by the parent and the physician (if not on prescription label) and a new **Medication Administration Record (MAR)**. Legible faxed orders can be accepted. Changes in directions can be received via telephone from the prescribing provider by Health Services Coordinator/RN, LVN or designee, but must be confirmed in writing within 3 days of the change.
6. Nonprescription medication must be brought in the original container which should include recommended age, dosage and directions. If a specified time frame is not noted on the box/container, we will not administer the non-prescribed medication for more than 5 days without a written prescription from a health care provider.
7. All medication must be from the United States.
8. **SCHOOL PERSONNEL WILL NOT GIVE ANY MEDICATION, INCLUDING TYLENOL, UNLESS IT IS PROVIDED BY THE PARENT, IN THE APPROPRIATE MANNER AS STATED ABOVE. PARENT WILL BE EXPECTED TO ADMINISTER MEDICATION IF ANY OF THE ABOVE IS NOT ADHERED TO.**
9. Place all **Medication Authorization Forms** in the medication notebook behind the medication administration record (MAR) for the student.
10. File the **Medication Authorization Forms** in the student's permanent health record at the end of the year.
11. For all controlled substances, the medication will be counted when received and the amount received will be recorded on the back of the medication log and be signed by two witnesses.

Administration

1. Administer medications following the guidelines in the General Instructions and following the **Medication Administration Procedures**.
2. Medicine will be considered on time 30 minutes before of 30 minutes after the prescribed time.
3. It is the nurse/aide/UAP's responsibility to administer the medication at the prescribed times. A forgetful student must be sent for or medication brought to their classroom. (It can be given privately outside of the classroom).
4. Each nurse will keep a medication list at the front of their medication log book which lists all daily, as needed and emergency medications.
5. If a parent requests that their child carry his/her own medication (**Inhalers, EpiPens, diabetic treatments including Emergency Glucagon – ONLY**) assist the parent in obtaining the proper documentation: a doctor's order must be received stating the student has been instructed on the proper use of his/her medication and that he/she is allowed to carry and self-administer their emergency medication. If the student's physician does not have their own form, have them complete our Allergy/Asthma Action Plan or the Diabetes Medical Management Plan (DMMP). The parent must sign the **Self-Administration of Prescription Medication Assessment** form or DMMP form requesting that the student carry the medication while in school or a school-related event. The Health services Coordinator/RN or designee must complete the assessment form with the student and observe the student properly administer his/her medication. File all documents in the student's permanent health record at the end of the year.
6. Medications prescribed or requested to be given three times a day or less are not to be given at school unless a specific time during school hours is prescribed by a health care provider. Please refer parents to the District's **Parent Guidelines** given to them at registration. (See insert form **Parent Guidelines** below)

These guidelines will help determine whether your child needs to take medication during school hours:

- Once a day – Before or after school
 - Twice a day (Every 1 hours) – Before and after school
 - Three times a day (Every 8 hours) – Before & after school & before bed
- **Medications that must be taken with food in the morning can be taken with crackers, a piece of toast or an apple (for example) before school.**
7. Field Trips – Administration of Medication can only be done by trained personnel. The nurse or designee may place the needed amount of medication into the original properly labeled container, leaving the remainder of the school-maintained medication locked and appropriately labeled. The trained personnel will document the administration on the student's Field Trip MAR. Prescriptions may be transcribed and prepared in single unit doses by the Health Services Coordinator/RN or designee. Please ensure that the secretary at our campus or other principal designated staff, has available the Field Trip Procedures and appropriate paperwork that needs to be completed prior to a scheduled field trip.
 8. In case of a medication error, a **Medication Error Report** must be completed. Keep a copy on file and send a copy to the Nurse Coordinator.
 9. In case of possible adverse effect or allergic reaction, notify the parent and the physician. Document in the student's health record (Skyward) and on the back of the medication log (not required).

Documentation

1. Record administration of medication on the **Medication Administration Record**. Use a separate record for each medication.
2. The nurse/aide and all trained UAP's sign their name at the bottom of the MAR.
3. Place all records in the medication notebook log alphabetically.
4. File all records in the student's permanent health record at the end of the year.

Storage

1. All medication will be stored in a locked cabinet or in a refrigerator located in the clinic. Any refrigerator containing student medications must not be used to store food or other items. Emergency medications, such as EpiPens and Inhalers, should be easily accessible for trained staff.
2. Watch for expiration dates, the need to refrigerate a medication, and the amount of medication left. Communicate with parent before the medication runs out.
3. Medicine cabinets must be cleared at the end of each school year. Advanced written notice will be sent to the parents reminding them that an adult must pick up the medication. An attempt should be made to contact the parent by telephone if a student still has medication in the clinic on the last day of school. The school nurse will destroy all medication remaining at school on the day after the last day of classes, unless the child will be attending summer school. Appropriate arrangements must be made for proper transport of the medication to the nurse working summer school by the parent of the school nurse who currently has possession of the medication (collaborate with parent).