

FREDERICK COUNTY PUBLIC SCHOOLS	Reg. No. 400-23
Subject: MEDICATION ADMINISTRATION	Date of Issue: 5/1/82
Preparing Office: Office of the Superintendent	Amended: 7/1/05

I. Policy

II. Procedures

Regulation 400-80 - "Students with Diabetes" is to be followed for administration of Insulin.

Regulation 200-39 – "Emergency Care for Severe/Life Threatening Allergic Reactions" is to be followed for the emergency management of acute allergic reactions.

Frederick County Public Schools (FCPS) and the Frederick County Health Department (FCHD) encourage the practice of medications being given outside the school setting if possible. However, when it is necessary to administer either prescription, over-the counter, or alternative medications to students during the school day (including field trips), the following procedures apply:

- A. FCPS/FCHD staff is prohibited from recommending or prescribing any form of medication to a student.
- B. All medication shall be stored in a locked secure area accessible only to authorized personnel.
- C. Homeopathic remedies, herbal preparations and other forms of alternative medicine are subject to the same requirements as prescription and over-the-counter medications.
- D. A completed "Medication Authorization Form" (Exhibit 1) is required for each medication. The form must be signed by a licensed health care prescriber and by the parent/guardian. It is the parent's responsibility to obtain the proper information and signatures for the forms. New authorization forms are required at the beginning of each school year and when there is a change in the order. Other medication authorization forms may be accepted at the registered nurse's (RN) discretion.
- E. All prescription medication must be in a properly labeled prescription container from a licensed pharmacist. All over-the-counter and alternative medication must be in the unopened, original container.
- F. It is the responsibility of the parent/guardian to arrange for the safe delivery of medication to the school health room/school office.

NOTE: Medication must be transported to the school by an adult.
If brought by the child, staff will notify the parent. (Sample Letter Exhibit 2)

- G. FCHD school health staff will administer medications. In their absence, the principal will designate a school system employee to assume this responsibility.
- H. Annual training will be offered to the designated individuals who may have this responsibility.
- I. If authorized by the licensed health care prescriber, and approved by the RN, students with asthma may carry inhaler(s) and self-medicate. The student is responsible for notifying the staff person who is administering medications that the medication has been used, so that the time and dosage can be recorded.
- J. Administered medications will be recorded on the "Individual Student Medication Administration Record" (Exhibit 3) in the school's medication notebook by the individual who administered the medication.
- K. Upon completion of the course of medication, the authorization form and the individual medication record will be filed in the student's health record.
- L. Parents must arrange for the collection of any unused medication. Medication not claimed by the parent after the end of the school year will be destroyed.
- M. In the event of a medication error, an "Incident Report - Medication Administration Form" (Exhibit 4) is to be completed. Copies of the confidential report are to be sent to:
 - 1. Immediate Supervisor, Frederick County Health Department
 - 2. Principal
 - 3. Health Specialist, Frederick County Public Schools

Approved:

Original signed by

Linda D. Burgee
Superintendent