

Del Valle ISD Health Services Medication Administration Guidelines

Health Services staff may treat students in DVISD with several over-the-counter medications from a list that is reviewed yearly and co-signed by the DVISD medical adviser. Please ask your school nurse for a list of these medications, if you are interested in receiving more information about these policies.

Only a parent or guardian, not a student, is allowed to bring in medications that are to be administered at school. A 'Consent for School to Administer Medication' form must be filled out by the parent/guardian, and signed by the nurse, in order for medications to be given. Prescription medications must be in their original container and properly labeled by the dispensing pharmacist. Medication and refills will be counted by the nurse and another person and documented on the 'Consent for School to Administer Medication' form, and weekly while the medication remains at school. The parent will be given a note with the date a refill will be needed. Documentation from a physician must be on file for all dosage changes.

Medication ordered two or even three times a day should be administered at home, not at school. Medication ordered at specific times during school hours will be given within 30 minutes of the prescribed time. The nurse will notify the parents if the student misses three consecutive doses of medication.

All medication will be administered by the licensed nurse on campus, the certified nursing assistant, or by an employee assigned by the school principal. All medications will be stored in a locked cabinet or drawer in the nurse's office. Students will be observed to make sure they have swallowed the medication. Medication from one student's bottle will not be given to another student, even though the medication and dosage may be the same.

The school nurse cannot administer the first dose of a medication due to safety concerns. The nurse retains the right to consult with the prescribing physician or pharmacist about the medication during the period of time the medication is to be administered. Since all drugs have the potential for causing unwanted side effects, the parent will be notified and the next dose will not be given in the event that a student develops a rash or unusual response to a medication.

The nurse will notify each teacher with students requiring medication of the beginning and ending dates of the medication regimen and the time the medication is due.

Over-the-counter medication may be given at school for three consecutive days with parent consent only, if the parent brings the medication to school and signs a school consent form. After three days, an order must be supplied from a healthcare provider in order for the student to continue receiving any OTC medication brought by a parent. Acetaminophen (Tylenol®) may be administered for a fever only, and diphenhydramine (Benadryl®) may be given for a severe allergic reaction, if the parent has submitted written permission for these medications on the student's Health Information Form. The parent/guardian will be called, as well, when these medications are indicated.

Medications such as inhalers may be kept with the student at all times as long as the parent submits written permission along with directions for administration from the prescribing MD, and the parent signs a consent form. The student will be responsible to keep the school nurse informed when he/she administers the medication. Texas law now states that students may carry and self-administer prescription medication for life-threatening allergic reactions as long as an MD order authorizes the use of the medication and authorizes the student to self-medicate, after the MD has observed the student's skill level and is confident that the student can safely do so. The student must **also** demonstrate his/her self-medication skills to the school nurse, in order to be allowed to carry the medication with them. A checklist will be used by all school nurses evaluating students requesting this privilege. Documentation of the above will be kept on file in the nurse's office.

All medication administered in the nurse's office will be documented on a medication administration record. If a medication error is made, a medication error form will be completed and the parent or guardian and Health Services Director will be notified as soon as possible.

At the end of the school year, a parent must pick up all medications left in the nurse's office or the meds will be disposed of.

Nonprescription medication, herbal substances, or dietary supplements provided by a parent may be administered to students only if required by the Individualized Education Plan (IEP) or the Section 504 plan of a student with disabilities.

In the event of an emergency or disaster, it is recommended that your child be prepared for 72 hours without outside intervention. Many students take medications at home and during school hours. In order for the school nurse to be able to administer medications for 72 hours, the section on the 'Consent for School to Administer Medication' form referring to disaster preparedness situations must be completely filled out. All medications that essential to your child's health during such a 72 hour period of time are also requested to be brought to the school and left with the nurse, following the guidelines listed above. Consult your healthcare provider if you have questions about what medications may be necessary to comply with this request.