

Hartselle City Schools Medication Guidelines

1. Students requiring medication to be given at school, whether daily or as needed, must have a **School Medication Prescriber/Parent Authorization Form (PPA)** completed for each medication. Medications will not be administered without a completed PPA. These forms can be obtained from the school nurse, school office or online at www.hartselletigers.org (under Departments, click on the Health Services Page and you will find it in the Forms section).

2. Medications must be delivered to the school by the parent/guardian or adult designee.

Students are not allowed to transport any type of medication to and from school without written authorization from a healthcare provider.

3. Over-the-Counter Medications (OTC):

- The PPA form should be filled out completely matching the manufacturer's label and have the parent's signature. A parent signature will allow for medication to be administered for two weeks. If the medication is needed or intended for use longer than 2 weeks, a physician's signature is required before medication can be administered.
- ****OTC medications may not be kept for more than two weeks without written authorization from a licensed healthcare provider. Therefore, any OTC medication intended to be kept in the health room for an extended period (>2 weeks) will require a signature from a healthcare provider.**** This form is the same form used for prescription medication.
- OTC medication must be age/weight appropriate & must be given per manufacturer label instructions unless otherwise noted by a PPA completed & signed by a licensed healthcare provider.
- All OTC medications must be brought in the original container or packaging. Medications must be new with seal still intact. Opened bottles will not be accepted.
- Siblings may share a bottle of OTC medication as long as it is age appropriate for each child. However, a separate completed PPA will be required for each child.

4. Prescription Medications:

- The parent or guardian is responsible for obtaining physician signatures on the PPA. NO medications will be accepted or dispensed without proper signatures. The PPA must be completely filled out including reason for taking & side effects. The time on the PPA and the time on the pharmacy label must match. Times must be specific. (once daily, morning, afternoon, or evening is not acceptable as time given).
- Medication must be brought in the original bottle with a pharmacy label attached. Student's name, physician's name, date of prescription, name of medication, dosage strength, frequency of medication and date of expiration must be on the label. Parent/Guardian will be asked to sign in medication and count the number of pills brought in with the school nurse or school staff. Medications must be given as ordered, for instance if a pill needs to be crushed or capsule needs to be opened the prescriber must document such on the PPA.
- ALL medications should be brought in with pharmacy label intact (including boxes with Insulin Pens, Epi-pens, Inhalers, etc...).
- Verbal medical and treatment orders will be accepted from legally authorized healthcare providers. However, a written order must be received within 48 hours. If written orders are not received within 48 hours, verbal orders are considered void. School nurses will not allow changes to be made on Parent/Prescriber Authorization bases solely on communication with a third party (e.g., parent, student, or other staff member that is not licensed to receive/give such orders).

- Any change in medication or the medication orders, to include a change in the dosage, time given, etc. must be documented on a new PPA form, signed by the Prescriber and Parent/Guardian. Medication discontinuation orders, to include the effective date, must be documented in writing by the prescriber. The parent or guardian must pick any remaining doses of the discontinued medication stored at the school. Any medication not picked up within 7 days of discontinuation will be disposed of according to state & federal guidelines.
- If a sample medication is received from a health care provider to be given at school, please have them write a prescription with the student's name, medication to be given, frequency of medication, etc., so the school nurse can use this as a "pharmacy label" to comply with the medication at school laws.
- If parents inform the nurse if they wish medication to be held, nurse will document medication refusal and parent should seek a prescriber's order to hold or discontinue the medication. Order should be received within 48 hours. If order has not been received within 48 hours, nurse will notify prescribing physician of parent refusal and seek order clarification.

5. Self-Carry/Self-Administration Medications: The school nurse or unlicensed medication assistant will administer all medications with the exception of those emergency medications that are ordered to be self-administered. Only Emergency or Rescue medications are allowed to be self-administered and/or kept on students. Students with chronic health conditions are allowed to self-carry and/or self-administer their prescribed Emergency or Rescue medication if both, healthcare provider and parent/guardian, indicates on the PPA that the student is allowed to do so. Before any medication can be self-administered, the nurse is required to assess for competency and safety. Permission for the Self-Administration/Self-Carry of approved medications shall only be effective for the school year in which permission is granted. The Board of Education, the school and its employees shall incur no liability and are immune from any liability exposure created by self-administration/self carry medications. Nothing in this section shall be interpreted as permitting a student to possess a controlled substance, as defined in the Medication Curriculum, on school property.

6. Expired Medications will not be accepted. You will be notified if the medication expires during the school year. If medication is not picked up within 2 weeks of medication expiration, it will be disposed of per state and federal regulations. Medication can not be administered after expiration date.

7. School personnel will not administer natural remedies, herbs, and nutritional supplements, or non FDA approved medication without the explicit order from an authorized prescriber and parent authorization.

8. The first dose of a new medication should be given at home and will not be given at school.

9. Health rooms are not stocked with OTC medications for general student/staff use. Parent/Guardian must provide any medication that the student receives at school.

Each health room does keep **basic first aid supplies** (normal saline, calamine, aquaphor, aloe and vaseline) for use as needed.

10. Medication should be picked up by the parent/guardian or designated adult at the end of the school year or if medication is discontinued. The parent/guardian will be notified of the presence of the remainder of medication and be given a specified length of time for it to be picked up. If not picked up by the specified time, the medication will be disposed of based on state and federal regulations.