

**CHAPTER 6: MEDICATION ADMINISTRATION PROCEDURES**

**TABLE OF CONTENTS**

Definitions ..... VI-1

Purpose ..... VI-1

Guidelines..... VI-2

Responsibilities Related to Medication Administration ..... VI-2

Delegating Nurse Responsibilities ..... VI-2

School Health Assistant..... VI-3

Parent Responsibilities ..... VI-4

Student Responsibilities ..... VI-4

Principal/Designee Responsibilities..... VI-4

Procedures ..... VI-4

Medication Administration..... VI-7

Safety Procedures ..... VI-7

Medication Administration Incident/Error ..... VI-11

Missed Dosage of Medication..... VI-12

Non-Medication..... VI-12

Medication On Field Trips..... VI-14

## CHAPTER 6 - MEDICATION ADMINISTRATION PROCEDURES

### DEFINITIONS

The administration of medication is defined by the Maryland Nurse Practice Act (COMAR 10.27.11.05) as a nursing function, which may be delegated at the discretion of the delegating nurse.

- **Medication:** Includes prescription and nonprescription drugs.
- **Authorized Prescriber:** In Maryland includes state approved prescribers such as physician, nurse practitioner, physician assistant, osteopath, certified midwife, podiatrist, or dentist.
- **Delegating Nurse:** is a Registered Nurse who is employed by HCPSS as a cluster, school or float nurse **and** has completed the state mandated Case Management/Delegating Nurse training course.
- **Certified Medication Technician:** is a permanent HCPSS employee who is employed as a health assistant, has successfully completed the 20 hour training course, **and** identified as competent (evident by successful completion of supervised medication administration within 15 days of initial class completion **and** every 45 calendar days thereafter) **and** maintains current certification with MBON.
- **Nursing Delegation:** is determined by the Maryland Nurse Practice Act as an act in which the nurse may select and authorize a specific unlicensed individual to perform specific tasks for a specific student including and not limited to medication administration. Medication administration in the school setting is a nursing function and therefore can only be delegated by a delegating nurse.
- **Medication management:** is an ongoing process, which includes ongoing, nursing assessment, development, implementation, evaluation and revision of nursing health care plan to improve student health outcomes and minimize absences and loss of instruction time.
- **Parents(s):** Denotes parent(s) or legal guardian(s).
- **PRN:** A medical term used to denote “whenever necessary.”
- **Controlled Substance:** Medications listed in the Substance Control Act as addictive, behavior and mood altering .

### PURPOSE

The medication administration procedure provides direction regarding safe medication administration in schools to all school system employees, students, parents and guardians. Per Maryland law COMAR 13A.05.05.05—15, Title 10, Subtitle 27 and the Annotated Code of Maryland Title 8, only licensed nurses and individuals authorized by a delegating nurse may administer medications to students.

## **GUIDELINES**

- The Howard County Public School System (HCPSS) encourages the taking or administering of medication at home. Timing of medication doses should be adjusted to occur either before or after school hours if medically appropriate.
- **Any** medication required during school hours including prescription, “over-the-counter” (OTC) and homeopathic/ herbal medications require a medication order signed by an approved health care provider and subject to the HCPSS medication policy and procedure.
- The school nurse/cluster nurse must review all medication orders before the first dose is given.
- Circumstances not addressed in these procedures should be immediately referred to the cluster nurse, school nurse or health specialist/coordinator for evaluation.
- See Delegating Nurse for procedures regarding the administration of all medication required during all school sponsored activities.

## **RESPONSIBILITIES RELATED TO MEDICATION ADMINISTRATION**

The administration of medication carries a significant responsibility. The school nurse, cluster nurse, or school health assistant who is a certified medication technician (CMT) under the delegation of a nurse, may regularly administer medication in the school setting.

## **DELEGATING NURSE RESPONSIBILITIES**

The delegating nurse:

- Is responsible and accountable for medication administration in the School Health setting including all delegation and supervision to CMTs and designated school staff.
- Delegates medication administration in accordance with the Maryland Nurse Practice Act, MSDE School Health Services Guidelines, and the HCPSS Medication Administration Procedures.
- Provides individual training and technical assistance, as needed, for certified medication technicians.
- Provides supervision and consultation as necessary to the certified medication technician and determines that medication administration is performed appropriately. Criteria for delegation of a nursing task must be met in order for a nurse to delegate medication administration.
- Evaluates administration of medication by the CMT according to the Maryland Board of Nursing’s Delegating Nurse Case Management training.
- Maintains and monitors confidentiality in the administration of medication by designated school staff.
- Approves all new medication orders prior to administration in school.

## **SCHOOL HEALTH ASSISTANT**

The school health assistant:

- Reviews the medication order and medication for compliance with medication procedures.
- Notifies the delegating nurse of all new medication orders for approval before administering medications in school.
- Reviews any additional medication received during the school year, assuring consistency between the original medication order and medication received.
- Records medication as it is received or disposed of throughout the school year.
- Records receipt all medication and related equipment when received. Receipt to be signed off by parent and health services staff according to procedure.
- Maintains and files the Health Services Medication Form according to procedures above.
- Administers medication following the order at the prescribed time (within one hour before or after the prescribed time).
- Observes for and records adverse side effects of the medication and reports any concerns to the delegating nurse and parent as indicated.
- Records all administration of medication according to documentation procedures.
- Notifies the delegating nurse and participates in planning for students who frequently fail to come for scheduled medication.
- Notifies parents and delegating nurse when a student does not receive ordered medication.
- Assists the delegating nurse with counting controlled substances on a daily basis.
- Stores all medication in compliance with the School Health Standards, Code of Maryland Regulations (COMAR 13A.05.05.). All medication must be stored in a locked cabinet. Medications that require refrigeration must be stored in a locked refrigerator or in a locked box in the refrigerator. Access to medication locked in the designated space shall be under the authority of the school health assistant, the delegating nurse (who is responsible for the second set of keys), and the principal/designee (who is responsible for the third set of keys).
- Develops a plan for all students who carry medication according to the self-carry/self-administration procedures and in consultation with the delegating nurse.
- Notifies the parent when additional medication is needed and when medication is about to expire.
- Informs the parent of the date when the unused portion of the medication must be collected.
- Destroys any unused portion of the medication not personally collected by the parent within one week after expiration of the medication order, or at the end of the school year, and follows procedures for disposition above.
- Refers any medication concerns to the delegating nurse.

## **PARENT RESPONSIBILITIES**

The parent:

- Obtains a written, signed medication order from an authorized prescriber.
- Assures that all portions of the Health Services Medication Form are complete.
- Delivers the written order with parent signature and the medication labeled as required to the school health room.
- Acknowledges receipt of medication at school and signs Medication Receiving/Disposing Record (39513038) as required.
- Provides sufficient medication for a full course of administration of less than 60 days, when possible and reasonable.
- Provides medication in the proper form and in the ordered dosage, such as half tablets.
- Replenishes medication supply as needed.
- Submits to the school a new order from the physician/prescriber for any change in medication, dosage, or frequency of administration.
- Gives the first dose of any medication at home and observes for adverse reactions.
- Works with school staff in planning for students who frequently fail to come for medication administration.
- Retrieves all medication from the school premises one week after the expiration date, upon appropriate notification of medication being discontinued, or at the end of the school year (by the end of staff hours on the last day of school).

## **STUDENT RESPONSIBILITIES**

The student:

- Comes to the health room for medication at the designated time.
- Takes prescribed dosage provided to the student by the school health assistant/nurse, who monitors the process. Students may not remove their medication from the medication cabinet.
- Does not self-carry medication unless specifically authorized to do so in writing by authorized prescriber on the medication order form and confirmed by nurse's assessment. Only a limited supply of medication may be carried.

## **PRINCIPAL/DESIGNEE RESPONSIBILITIES**

The principal:

- Assures that the administration of medication follows the HCPSS Health Services Procedures for administration of medication.
- Assures that the delegating nurse is notified of the health assistant absence.

## **PROCEDURES**

The HCPSS Prescriber's Medication Order form (39513035), completed in its entirety and signed by an authorized health care prescriber as well as a parent/guardian, without deletion or alteration, must accompany all medication to be administered.

- Faxed orders may be accepted when submitted on an authorized medication form and signed by an authorized prescriber. The parent/guardian must sign faxed orders within three days for continued administration.
- Verbal (phone) orders are discouraged, but in limited urgent situations, may be accepted and documented by a nurse. The school nurse/cluster nurse will utilize nursing judgment when initiating and accepting verbal orders.
- The verbal order must be followed-up by a written order from the physician/prescriber within three days for continued administration.
- Verbal consent from the parent/guardian must be obtained and documented.
- Written consent from the parent/guardian must be received within three days for continued administration.

**Medication Orders must include:**

- Name of student
- Date of medication order
- Name of medication
- Expiration date of medication
- Dosage and strength of medication
- Time and frequency of administration
- Self administration permitted/not permitted
- Route of administration
- Expiration of medication order
- Diagnosis
- Possible side effects
- Special instructions
- Physician's/Prescriber's printed name and original signature or stamped signature
- Parent/Guardian signature

**New Orders Are Required for:**

- A change of medication
- A change of dosage
- A change in time and or frequency of administration
- Each new school year (orders must be dated on or after July 1 of the current year)
- Any medication that has been temporarily withheld by parent/guardian or physician request for 4 weeks or more.

**Labeling Medication**

- **All prescription medication** to be administered at school must be in the original pharmacy container labeled with the following information:
  - Student name
  - Name of medication
  - Dosage and strength of medication
  - Time and frequency of administration
  - Route of administration
  - Physician's/Prescriber's name

- Date of order
- Expiration date of medication is earlier or as printed on the pharmacy label
- **Over-the-counter (OTC) medication** must be in the original, unopened, container. The parent/guardian should write the student's first and last name on the medication container.
  - Medications will not be accepted in unlabeled containers.
  - Unit dose packaging will be accepted with proper labeling.
  - The expiration date of the medication is earlier of either as the date printed is the manufacturer's expiration date.

### **Receipt of Medication**

- A completed HCPSS Health Services Medication Form and the medication, labeled as required, should be delivered to the school by the parent/guardian or other designated adult.
- Students should not transport medication except in special circumstances. Prior to the delivery of medication by a student, the parent /guardian must make arrangements with the school health services staff member for the safe delivery of medication to the health room. The parent should identify how much medication is in the container.
- If the dosage of medication is ordered as a half tablet, the parent/guardian should provide the tablets cut in half.
- OTC medication in sealed, unopened containers does not have to be counted (ex. meter dose meds).
- Opened OTC medication will not be accepted (ex. Tylenol bottle of 20 pills).
- The school health assistant/nurse is responsible for initially reviewing the medication order and medication when it is received in school.
- A final review by the nurse/delegating nurse is required before the administration of the first school dose.

### **Counting and Recording of Controlled Substances**

- Counting and recording of controlled substances is necessary to ensure accuracy and control of medication received and administered in the school setting.
- The number of tablets, capsules, etc. counted must be recorded on the Receiving/Disposing Record (39513038) and signed by the person receiving or disposing of the medication and witnessed by the parent/guardian or designated adult, or a school staff member.
- Any controlled substance administered at school:
  - **MUST** be brought to school by an adult.
  - **MUST** be immediately counted and recorded by the school health assistant/nurse and witnessed by an employee.
  - **MUST** be counted by two (2) HCPSS employees (school health assistant/nurse and another employee) on a daily basis. This count should be reconciled with the prior count and with the medication administration record.

- The school health assistant/nurse should maintain no more than a 30-day supply of controlled substances.
- **NARCOTICS**: Routinely administered narcotics MUST have a new order and parent authorization every 30 days. PRN narcotic orders will be accepted for the duration of the school year.

### **Medication Storage**

- Medication is to be kept in a locked cabinet in the health suite.
- Student epinephrine auto-injectors will be stored in the locked medication cabinet and in a manner that will allow access by staff trained to administer them.
- Stock epinephrine auto-injectors will be easily accessible and kept in the emergency supply bag.
- Medication requiring refrigeration should be stored in a locked refrigerator in the health suite, or in a locked box in the refrigerator.
- Access to medication locked in the designated space shall be under the authority of the school health services staff member. In the event that the school health services staff member is absent, access to the medication shall be under the authority of the principal/administrator.
- Two extra sets of keys to the medication cabinet/storage area should be available in a secure place and known to the school health services staff member and school administrators.

## **MEDICATION ADMINISTRATION**

### **SAFETY PROCEDURES**

When medication is administered, certain safety rules, called the Six Rights, must be followed.

#### **The Six Rights**

- **RIGHT** student
  - Ask the student's name.
  - Compare the name with the medication form and the label.
- **RIGHT** medication
  - Know the action, dosage, and method of administration.
  - Know the side effects of the drug.
  - Compare the order with the label on the medication container, three times:
    - When taking medication from the storage area
    - Before placing medication into the lid/medicine cup/mouthpiece
    - Before returning medication to the storage area
- **RIGHT** dose
  - Compare the order with the medication container label.
  - OTC: refer to order for directions.
- **RIGHT** route
  - Oral, inhaled, injection, topical, etc.



- **RIGHT** time
  - Administered **up to one hour** before and one hour after prescribed time.
- **RIGHT** documentation
  - Record the medication after it is given following correct charting procedure.

### **The First Dose**

The first dose of any new medication **should be administered to the student at home**. This does not apply to emergency medication (epinephrine auto-injector, Glucagon, and inhalers).

### **Self-Carrying**

- Inhalers for asthma and other airway constricting conditions and epinephrine auto-injectors are the only form of medication that students are routinely permitted to carry as directed by the physician/prescriber.
- A written medication order that specifically states that the student may self-carry a limited supply of the medication must be on file in the health room for any student who carries medication during the school day, at school-sponsored activities, or on school property.
- The school/cluster nurse will conduct a nursing assessment of the student's ability to correctly self-administer the medication. If the nurse deems the student unable to safely self-carry, the physician and parent will be notified and student will not be allowed to self-carry.
- An additional inhaler, epinephrine auto-injector, or other medication should be brought to school for storage in the health room to be used in the event the student's supply is unavailable.
- Medications in other forms and for other specific health concerns will be considered on a case-by-case basis and a plan put in place for documentation and accountability.
- A student's ability to self-carry medication may be revoked if the student endangers himself or another student through the improper use of the medication.

### **Self-Administration**

- A medication order form, authorizing the student to self-administer and signed by a physician/prescriber, must be on file in the health room. The student may carry only a limited supply of medication.
- Before a student is allowed to self-administer, the student must be assessed by and demonstrate competency to the cluster/school nurse. If the student is deemed unable to safely self-administer by the nurse, the physician and parent will be notified and student will not be allowed to self-administer.
- A record must be maintained each time that a medication is self-administered. A medication administration plan must be developed for students who self-administer medication.

- The student must follow the medication administration plan and should report to the health room to notify school health assistant or cluster nurse according to the individual plan.
- A student's order to self-administer medication may be revoked if the student endangers himself or another student through this use of medication.

### Documentation of Administration

Medication administered during school hours must be recorded on the Medication Administration Record portion of the Health Services Medication Form (39513035). The recording must be in blue ink and documented at the time that the medication is administered. The Health Services Medication Form consists of the physician/prescriber order and the medication administration record.

- A separate Health Services Medication Form must be completed for each medication ordered and for different doses of the same medication. If the same medication and dose is ordered for two separate times during the school day, the same Health Services Medication Order may be used but a separation medication administration form must be signed off for each time.
- The individual preparing the medication must also be the person to administer the medication to the student and to document after the student has taken the required dosage.
- Medication missed due to refusal, absences, field trips, etc., must also be documented on the Medication Administration Form.
- Current medication orders must be filed in a clearly labeled folder or binder.
- Refer to the Aspen Medication QRC for complete medication documentation procedures.
- When the administration of medication has concluded, the HCPSS Health Services Medication Form must be filed in the student's health record.
- When medications are recorded, use the correct abbreviation and symbols that are listed on the bottom right side of the medication form.
- The abbreviations are to be used (see Medication Order Form Abbreviation Chart).

### Medication Order Form Abbreviation Chart

<b>X:</b> School Closed	School was not in session because of a weekend, a holiday, inclement weather, or a problem resulting in closing of the school.
<b>A:</b> Absent	The student was not present in school at the time that medication was ordered for administration.
<b>N:</b> None Available	No medication was available to be administered. Document related information in the student's electronic health record.
<b>NS:</b> No Show to HR	Student was called to the health room for medication administration, but failed to arrive. Document reason in the student's electronic health record.

<b>D/C:</b> Discontinued	Administration of the medication is no longer required because the parent/guardian or physician/prescriber requests stopping the medication. Document the reason in the student's electronic health record.
<b>L/E:</b> Late Arrival/ Early Dismissal	The student has arrived late or was dismissed early either for personal reasons or because of HCPSS schedule for late start or early dismissal. The student was not in school at the time medication was ordered.
<b>F/T:</b> Field Trip	Medication was packaged by the nurse for administration by other school staff on a field trip. Document who gave the medication in the student's electronic health record.
<b>R:</b> Refused	The student came or was called to the health room for administration of medication and verbally or physically refused to take the medication. Document the reason in the student's electronic health record.
<b>O:</b> Omitted	Failure of medication administration for a reason other than "Refused", "Hold", or "No Show to HR". For example, health staff failed to administer medication within the allowed time frame. Document reason in the student's electronic health record. If a medication is omitted, a Medication Incident/Error Report (39513034) must be completed and forwarded to the Health Services Office within 48 hours.
<b>H:</b> Dose Held	Medication is held at parent/guardian or physician prescriber request. Document the reason in the student's electronic health record.

### **Disposal of Medication**

- Per Maryland State School Health Services Guidelines, all medication must be removed from the school premises one week after the expiration date, upon appropriate notification of medication being discontinued, or at the end of the school year (by the end of staff hours on the last day of school).
- If not retrieved by a parent or responsible adult, unused and unclaimed medication will be disposed of following Occupational Safety and Health Administration (OSHA)/Maryland Occupational Safety Regulations.

### **Documentation On Medication *Receiving/Disposing Record***

- All receipt and disposal of medication (pills, inhalers, EpiPens, insulin, glucagon, etc.) and accompanying equipment needed to administer medication should be recorded on the Medication Receiving/Disposing Record (39513038).
- Any unusual circumstances related to receipt or disposal of medication and related supplies and equipment should also be documented on the student's electronic health record.

### **Stolen or Lost Medication**

- Medications determined to be missing should be treated and reported as property missing on school grounds.
- Notify the principal/administrator and the school nurse or cluster nurse.
- The principal will determine whether notification of police is necessary and act accordingly. Since the incident may involve controlled dangerous substances (CDS) such as narcotics and medication for ADHD, notification of the police is appropriate.
- Notify the parent/guardian of the incident and the need to replace the medication.
- Document missed dose in student health record as appropriate.
- *Report of Missing Medication Form* (39513039) must be completed within 48 hours.

### **Care And Disposal Of Sharps**

- Sharps should not be recapped unless directed by the manufacturer's instructions or other established medical procedure.
- Following use, sharps must be disposed of in an approved sharps container.
- When the sharps container is three-quarters full, health room staff is to arrange for disposal by contacting Biomedical Waste Services, Inc (BWS) at (410) 437-6590.
- Unused epinephrine auto-injectors that are not picked up by the parent/guardian may be disposed of in the sharps disposal receptacle.
- A spare sharps container must be available in the health room at all times.

### **MEDICATION ADMINISTRATION INCIDENT/ERROR**

In the event of a medication incident or error, follow the applicable procedures listed below as quickly as possible to protect student safety and prevent a potentially serious consequence.

#### **Over-Dosage Or Incorrect Medication**

- Identify the student who took the incorrect dose or type of medication.
- Immediately notify the delegating nurse.
- Notify the office of health services. Notify the principal/designee.
- Notify the parent/guardian immediately.
- Review the student's record.
- Contact the parent and the physician/prescriber
- Contact the Poison Control Center at 1-800-222-1222 for instructions. Be prepared to:
  - Give the name and dose of the medication taken in error.
  - Give the age and approximate weight of the student.
  - Give the name(s), dose(s), and time of last dose of other medication being taken by the student if possible.
- Follow the instructions from the Poison Control Center. If unable to complete their directions, explain the limitations to the Poison Control Center to determine if the student should be transported for emergency medical care.
- Carefully record in the student's electronic health record, all circumstances and actions taken, including instructions from the Poison Control Center.

- Submit a complete written report to the Health Services Office within 48 hours on the Medication Incident/Error Report Form (39513036).
- When the medication error involves giving one student another student's medication, notify the parent of the student whose medication was used and make an appropriate notation in that student's electronic health record (39513038).

### **Under-Dosage**

- Identify student who took the incorrect dosage.
- Immediately notify the principal/designee of the incident/error.
- Notify the parent immediately to report the error. In some cases it may be necessary to consult with the student's physician/prescriber to determine if the remainder of the dose should be omitted or administered.
- Carefully record all circumstances and actions taken in the student's electronic health record.
- Report the incident to cluster nurse, school nurse or the Health Services Office, complete a Report of Medication Incident/Error Report Form (39513034), and forward it to Health Services within 48 hours.

### **MISSED DOSAGE OF MEDICATION**

#### **Refusal/No Show**

- Identify the student who refused/did not show, the medication, and determine the reason.
- Contact parent and explain the circumstances.
- Notify the cluster/school nurse of the circumstances.
- Carefully record all circumstances and actions taken in the student's electronic health record. Submission of a report is not required.

#### **Omission**

- Identify the student whose medication was omitted.
- Contact the parent and explain the circumstances.
- Notify the cluster nurse of the circumstances.
- Contact the student/parent/teachers/principal if a student is frequently failing to come for medication and develop a plan for intervention.
- Record all circumstances and action(s) taken in the student's electronic health record.
- Submit a written report to the Health Services Office within 48 hours on the Medication Incident/Error Report Form (39513034).

### **NON-MEDICATION**

The non-medications listed below may be administered at school with parent permission to administer and specific instructions for administration in writing. The instructions

should include name of the product, reason for administration, amount and frequency of administration. Products must be provided by the parent/guardian and stored in the health room. The Cluster/Delegating Nurse must be notified before administering non-medications the first time at school.

- Food supplements such as snacks and high-concentrated sugars for diabetics and enzyme supplements such as Pancreatin and lactase do not require an order.
- Non-medicated (pectin based) cough drops (i.e. Halls Breezers). Administration should be limited to no more than 3 cough drops per day for no longer than 5 school days.
- Mentholated cough drops are considered a medication and require a prescriber's order.
- Non-prescription, non-nut oil based hand and body lotion (may be stored in student's locker, in health room, or may be carried by the student).
- Sunscreen
- Contact lens solutions (may be stored in student's locker or in the health room or may be carried by the student).

The **DRAFT** copies of the Procedures for Administration of Medication Outside the School Building will continued to be utilized until all forms have been approved and changed in AFIS. (Insert Here)