

DEPARTMENT OF DEFENSE

OFFICE OF THE SCHOOL NURSE

GUIDELINES FOR SAFE ADMINISTRATION OF DAILY MEDICATIONS IN THE ABSENCE OF THE SCHOOL NURSE

These policies/guidelines are to ensure the safe and consistent administration of medication to students.

1. The only medications given at school are those that follow the DoDEA guidelines, published in the DoDEA *School Health Services Guide*.
2. The Student/Parent Handbook explains the policy and requirement for parents.
3. Only medications properly prescribed by a physician with the proper permission forms that match the pharmacy labels on the medication will be administered.
4. Under no conditions will over-the-counter medications be given.
5. All medications are stored in the locked cabinet in the Nurse's office.
6. Children are not allowed to carry their own medication and self-medicate, except for students who have a completed "Student Permission for Self-Medication" form on file.
7. Document all medication administered, using medical log & place initials or signature.

MEDICATION ADMINISTRATION

1. When preparing and administering medications, devote your full attention to the job. DO NOT become distracted by answering the phone or talking to students, etc. Medication errors are common when full attention is not given to preparing and administering the correct medication for the correct student.
2. Check the medication log for the names of students taking medication and the times the medication must be given at school. Read the information in the SUB FILE about the signs and symptoms of adverse reactions for the medications you will be giving.
3. Prepare the medications prior to the time the first medication is to be given.
4. The students should come automatically to get their medications at the appropriate times. If a student does not show up at the appropriate time, obtain the schedule from the medication log and call the student. Document when students are absent by **A** in the medication time.

5. Procedure:

IT IS IMPORTANT TO REMEMBER "**FIVE RIGHTS OF MEDICATION**":

RIGHT MEDICATION
RIGHT DOSE
RIGHT PERSON
RIGHT ROUTE OF ADMINISTRATION
RIGHT TIME

IT IS IMPORTANT TO READ THE LABEL ON THE CONTAINER THREE *TIMES*:

ONCE WHEN YOU TAKE THE CONTAINER FROM THE SHELF
ONCE WHEN YOU POUR THE MEDICATION (i.e., take it from the
container)
ONCE WHEN YOU REPLACE THE CONTAINER ON THE SHELF

6. Secure the medicine cabinet after each medication is given.

7. NEVER ACCEPT AND/OR GIVE NEW MEDICATIONS UNLESS A REGISTERED NURSE IS AVAILABLE TO CHECK THE DOCTOR'S ORDERS AGAINST THE CONTAINER FOR ERRORS.

8. Handle "PRN" (as needed) medications with the same caution as daily medications. These medications are recorded in the medication log behind the prn section.

*******REFER TO FORM 'MEDICATION INSERVICE,' H.3.10*******