



# BENTONVILLE SCHOOLS

## Medication Administration Procedures

Bentonville Schools discourages the administration of medication to students during the school day when other options exist; it recognizes that in some instances a student's chronic or short-term illness, injury, or disabling condition may require the administration of medication during the school day. The school will not deny educational opportunities to students requiring the administration of medication in order to remain in attendance and participate in the educational program. The intent of this procedure is to ensure safe administration of medications. Bentonville Schools encourages collaboration between parents/guardians, students, and medical professionals in these efforts. Medication administration procedures do not change when students are on school-sponsored field trips/activities.

### Administering Medications:

**All medications, prescription and over the counter, must have a Physician/Licensed Health Care Practitioner or Dentist's order.**

- Medication(s) to be administered must be in its original container with the student's name, doctor's name, and name of medication with specific instructions regarding administration.
- A written prescription or physician signed **Bentonville Schools Permission Form for Prescribed Medications** matching the above, must accompany the pharmacy labeled medication container
- The five "R's" will be checked each time a medication is administered.
  - ✓ Right student (check student's identify with name on bottle)
  - ✓ Right medication (compare label on bottle with medication administration log and/or prescription)
  - ✓ Right dosage (medicine cups must be used to measure liquid medication)
  - ✓ Right time
  - ✓ Right route (i.e. oral, inhaled, drops)
- Chart medication delivery either in E-School or on the **Bentonville Schools Medication Administration Daily Log**.
- Students with multiple medications must have a separate log for each.
- Each time a dose is administered; the person administering the medication must fill in the information and sign the log.

The school nurse will follow the Arkansas State Board of Nursing School Nurse Roles and Responsibilities Practice Guidelines at all times. *The school nurse or other school employee designated by the school nurse as a care provider who has been trained may administer medications.*

### Non-Prescription (Over the Counter) Medications:

It is the goal of Health Services that students attend class daily and are offered appropriate health care to achieve that goal. Certain non-prescription, (over the counter) medications will be kept on hand in the health office for use on an *occasional basis* by students after nursing assessment deems the medication necessary. A **Student Health History Form** must be signed by the Parent/Guardian and be on file before administering any non-prescription medication to a minor per the Arkansas State Board of Nursing School Nurse Roles & Responsibilities Practice Guidelines (May 2000).

**The following criteria will be applied:**

- **Non-Prescription Medications ("over-the counter") medications, supplements, etc. must have a written physician's or dentist's order** unless it is listed under Dr. Curtis Hedberg's standing orders.

Non-prescription medications will be administered to students only if parent/guardian has completed and signed the medication consent portion of the **Student Health History Form**. This form is available in the health office and will be kept on file for the school year. The health history form must be completed and signed annually.

- All medications including non-prescription medications **must** be brought to the school nurse by the parent/guardian in the original container and clearly marked as to the contents. Parent should administer non-prescription medications at home whenever possible.
- Students will not be medicated in order to remain in school for an elevated temperature or acute illness that would otherwise require the student to be sent home. Temperatures 100.4° F or above are considered

febrile, and the student will be sent home.

- If a specific medication, other than the stock non-prescription medication is needed for a student; or medications are used on a **frequent basis**, parents will be asked to supply that medication for their child.
- Parent/Guardian signed **Student Health History Form** *must* be on file before administering medication.
- Medications will be administered to the student under nursing direction.
- Dosages are based on label instructions, age, and weight approved by our oversight physician, Dr. Curtis Hedberg.
- If the dosage of the non-prescription medication is outside the label instructions for age and/or weight; or a medication is being used that is not recommended for that age student, a physician/dentist order will be requested by the nurse and must be supplied by the parent/guardian before that medication will be administered.

**Non-prescription/over the counter medications that *may be kept in the health office per standing orders of Dr. Curtis Hedberg:***

- **Ibuprofen (Motrin, Advil):** 10mg/kg q 6-8 hours as needed. Maximum dose 600mg.
- **Acetaminophen (Tylenol):** 15mg/kg q 4 hours as needed.
- **Benadryl:** 5mg/kg per dose q 6 hours for symptoms of possible anaphylaxis (hives, cough or itching)  
Maximum dose 50mg per dose
- **Orajel**-per label instructions
- **Op-con A eye drops** (generic allergy eye drops) per label instructions
- **Tums:** (or generic) 1- 2 PRN as indicated on label
- **Cough Drops**
- **Mentholatum Ointment**
- **Contact/Saline Solution**
- **Peroxide**
- **Alcohol**
- **Triple Antibiotic Ointment/Cream**
- **Petroleum Jelly**
- **Aloe Vera Gel**
- **Hydrocortisone 1% cream**
- **Chigamid** Topical-per label instructions
- **Tolnaftate Cream 1%**-per label instructions
- **Glucose Tabs**

**Prescription Medications:**

- Students who are required by their physician to take medication during the academic year must have that medication administered by the school nurse or trained school personnel. The only exception is when the student has a signed and completed **Bentonville School Contract to Self-Carry**.
- All prescription medications must be brought to the school nurse by the parent/guardian in the original container and clearly marked as to the contents by pharmacy or doctor labeling, with the student's name, ordering health care provider, name of medication, dosage, frequency, and instructions for administration (including times).
- **Medication will be counted or measured by BPS staff and parent upon arrival and pick up. The count is documented on the Medication Permit.**
- A written prescription must accompany the medication and should state the pharmacy label information PLUS the purpose for the medication, its possible side effects, and any other pertinent instructions (such as special storage requirements) or warnings. **Physician completion of a Permission Form for Prescribed Medication is considered a written physician note.**
- These medications will be kept in the nurse's office in a double locked cabinet.
- Students found with non-prescription or prescription medications at school in their possession are subject to expulsion from school for up to one year per disciplinary policy unless they have a **Contract to Self-Carry**
- **AT NO TIME WHILE ON SCHOOL GROUNDS ARE STUDENTS TO SELF-MEDICATE WITH NON-PRESCRIPTION OR PRESCRIPTION MEDICATIONS UNLESS SPECIFIED BELOW FOR ASTHMA INHALERS, AUTO-INJECTABLE EPINEPHRINE, Insulin, and/or Glucagon.**

- Students requiring prescription medications of any kind during the school day must have a **Medication Permit** signed by the parent/guardian and a **log form** initiated.  
The permit shall include authorization to administer the medication, and with signature of parent/guardian on the medication permit.
  - The board and school district employees are relieved of civil liability for damages or injuries resulting from the administration of medication to the student.
- Parents are to administer prescription medications to their child at home whenever possible.
- Parents should administer the “morning dose/first dose” of the day
- A new medication or “first dose” of a new medication is to be given by the parent/guardian. The student should be kept home for observation of possible adverse side effects.
- The only Schedule II medications that will be allowed to be brought and administered at school are methylphenidate (e.g. Ritalin or closely related medications as determined by school nurse), dextroamphetamine (Dexedrine), and amphetamine sulfate medications (e.g. Adderall or closely related medication as determined by school nurse). Medication must be specifically prescribed to be administered during the school day by the health care provider.
- For the student’s safety, no student will be allowed to attend school if currently taking any other **Schedule II medication**<sup>1</sup> than those medications permitted by this medication procedure. Students who are taking **Schedule II medications** which are not allowed to be brought to school shall be eligible for homebound instruction if provided for in their IEP or 504 plans<sup>2</sup>.
- Medication given three times daily or less cannot be given at school, unless specified by the physician that the medication must be administered during school hours.
- Non-prescription medication that is not stocked in the nurse’s office must be in original container and be treated as prescription medication as indicated above. These medications will be stored in the nurse’s office.
- **Unlicensed assistive personnel (UAP)** that have received medication in-service training by a school nurse may administer medication when the nurse is absent.

### **Emergency Medications:**

Quick access to emergency medication is a high priority as a life-saving intervention.

### **Stock Epinephrine Autoinjector**

Protocol for Treatment of Symptoms of Anaphylaxis has been reviewed and signed by Dr. Curtis Hedberg in accordance to Act 757 of 2013 (Arkansas Code 6-18-707; 20-13-405; 20-13-401,404(2)). Only a RN is to administer stock epinephrine to a person when it is believed that person is having an anaphylactic reaction and there is no health care plan. Stock Epinephrine auto injector will be administered when the school nurse, believes in good faith, the student is having an anaphylactic reaction. After the epinephrine is administered, 911 protocol is initiated.

### **Self-Administered Rescue Inhalers and Auto-Injectable Epinephrine/Insulin/Glucagon**

- Students **must have** written permission from a parent or guardian AND a licensed health care provider to self-carry necessary equipment and self-administer an asthma/rescue inhaler, auto-injectable epinephrine, administer insulin through the insulin delivery system, treat the student’s own hypoglycemia and hyperglycemia. Student must also have a current **self-carry contract** on file, to be allowed to carry and self-administer such medication(s) while at school, at an on-site school sponsored activity, while traveling to or from school, or at an off-site school sponsored activity.
- Students are prohibited from sharing, transferring, or in any way diverting his/her medication(s) to any other person.
- The fact that a student with a completed medication permit and self-carry contract is on file is allowed to carry an asthma/rescue inhaler, auto-injectable epinephrine, diabetes medication, or any combination, does not require them to have such on their person. The parent/guardian of a student who chooses not to carry the above mentioned medication(s) both on his/her person must provide the school with the appropriate medication(s) which shall be immediately available to the student in an emergency. This medication shall be kept in the school’s health office. **Parents refusing to provide emergency medication to the health office must sign a Medication Refusal Form.**

## Glucagon/Insulin

- Students may be administered Glucagon, **insulin or both** in emergency situations by the school nurse, or in the absence of the school nurse, a trained volunteer school employee designated as a care provider, provided the student has:
  - An IHP developed under Section 504 of the Rehabilitation Act of 1983 which provides for the administration of Glucagon in emergency situation, and
  - A current, valid **Glucagon Administration Consent Form** on file from the parent or guardian.
- Act 1204 of 2011 created the provisions for Glucagon administration to students suffering from Type I diabetes. It deals solely with the administration of Glucagon by school nurses, the training requirements for “volunteer school personnel”, and the exemption of liability of the nurses or trained volunteer school personnel resulting from his/her actions or inactions. Districts are not under any obligation to “recruit” volunteers and 4.06 of the Rules explicitly states that no employee shall be pressured into volunteering.

## Alternative Medications:

Alternative and Complimentary Medications are described as a group of diverse medical and health care systems, practices, and products that are not generally considered part of conventional medicine.

- Bentonville Public Schools encourages collaboration between parents/guardians, students, and medical professionals should the need occur.
- This situation will be decided on an individual basis.
- Bentonville Schools Medication Policy must be followed.

## Research Medications:

“Medication prescriptions for children that do not fall within the established United States Food and Drug Administration (FDA) guidelines for pediatric use and/or dosing may fall into two categories: off-label medication and experimental medications. Off label medications are those FDA approved medications prescribed for non-approved indications in children. Pediatric experimental or investigational drugs are those medications currently involved in clinical trials. These medications are undergoing formal study to determine the efficacy and safety of pediatric dosing, but they do not have FDA approval.” (*National Association of School Nurses Medication Administration in the School Setting -Position Statement*)

- Bentonville Schools encourages collaboration between parents/guardians, students, and medical professionals should the need occur.
- This situation will be decided on an individual basis.
- Bentonville Schools Medication Policy must be followed with the addition of the following information and possibly other information before a decision is made:
  1. Provide the school nurse with information regarding the protocol or a study summary from the research organization
  2. Provide a signed parental permission
  3. Review any reporting requirements, and any follow-up nursing actions to be taken

## Disposal of Medications:

- The school shall not keep outdated medications or any medications past the end of the school year.
- Parents will be notified **prior to** the last day of school; all medications **must be** picked up **by parent/guardian**.
- Medications not returned to parent/guardian, will be disposed of by the school nurse the day after the school year terminates, in accordance with current law and regulations.

## Medication Errors

The National Coordinating Council for Medication Error Reporting and Prevention defines Medication Errors as “...any preventable event that may cause or lead to inappropriate medication use or patient harm while the medication is in the control of the health care professional, patient or consumer. Such events may be related to professional practice, health care products, procedures, and systems, including prescribing; order communication; product labeling, packaging, and nomenclature; compounding; dispensing; distribution; administration; education; monitoring; and use.”

In the event of a Medication Error, the healthcare provider must fill out a **Medication Occurrence Report**. Failure to do so may result in disciplinary action.

Steps:

- Call 911 if medication error results in an adverse reaction
- Contact Poison Control
- Contact affected student's physician
- Contact affected student's parent/guardian
- Notify principal
- Notify Director of Health Services

After completing report, original goes into student's permanent file (to be scanned at end of year), copy given to parent, principal, and Director of Health Services.

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<sup>4</sup>This is a helpful, but not all-inclusive, list of prohibited **Schedule II medications**: morphine, codeine, hydromorphone (Dilaudid), methadone, meperidine (Demerol), cocaine, oxycodone (Percodan), amobarbital, pentobarbital, sufentanil, etorphine hydrochloride, phenylactone, dronabinol, secobarbital and fentanyl.

<sup>2</sup>If a student has surgery or is in an accident resulting in the student needing to take **Schedule II medication**, a 504 plan can be developed to last for the duration of the student's recovery. The plan could include homebound instruction.

Legal References:

Arkansas State Board of Nursing: School Nurse Roles and Responsibilities  
Arkansas Department of Education and Arkansas State Board of Nursing Rules  
Governing the Administration of Glucagon to Arkansas Public School  
Students Suffering from Type I Diabetes

- A.C.A. § 6-18-707
- A.C.A. § 6-18-711
- A.C.A. § 6-18-1005(a) (6)
- A.C.A. § 17-87-103 (11)
- A.C.A. § 20-13-405
- A.C.A. § 6-18-707
- A.C.A. § 20-13-405
- A.C.A. § 20-13-401,404(2)

Additional References:

ASBA Model Policies  
National Association of School Nurses  
American Academy of Pediatrics: (2009). Policy Statement-Guidance for Administration of Medication in School

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