



Northwest Christian Schools

HEALTH SERVICES

5028 East Bernhill Road, Colbert, WA 99005

Email: healthoffice@nwcs.org

Telephone: 509-292-6700 x107

Fax: 509-292-6713

MEDICATION ADMINISTRATION POLICY (HS-MED3)

Pursuant to Chapter 195, Laws of 1982 and Chapter 28A.210 RCW, Northwest Christian Schools is authorized to administer oral, topical or nasal medications, and eye drops or ear drops to students during school hours. It is our policy that such medications will only be administered when the failure to receive the medication may result in the student being unable to attend school and/or be well enough to participate in learning activities. We define medication to mean all drugs - whether prescription or over the counter. **Medication must be brought to the school office by the parent/guardian/custodian** and will be stored in a locked cabinet, unless the student is approved for self-carrying the medication. Medication authorization is good for the current school year only.

THE FOLLOWING CONDITIONS MUST BE MET:

I. Dispensed Medication

1. Your student will check in at the Front Office / Health Room at the appropriate time to obtain their medication.
2. If dosing is half of the tablet, you or your pharmacist must halve the tablets before bringing the medication to school

II. Prescription Medication

1. All prescription medication must have written orders. The medication request must be signed by a licensed health professional that has prescriptive authority.
2. All prescription medication must have signed parent/guardian/custodian permission, HS-MED1.
3. All medication must be in the original prescription bottle (container), unexpired, and properly labeled with student's name, name of drug, dosage, name of health professional who is prescribing, and the time of day to be given.
4. Sample medication must also be properly labeled, unexpired, and in the original container or package.
5. When Prescription Medication is approved for self-carry, HS-MED1 and HS-MED2 must be completed and filed with the Front Office or Health Room.

III. Back-up Medication

1. It is recommended that students who self-carry medication for life-threatening health conditions (i.e. epinephrine, insulin, inhalers) keep back-up medications in the Front Office or Health Room.
2. Back up medication will be required for extra-curricular sports and activities.

IV. Non-Prescription Medication

1. Non-prescription medication (i.e. cough drops, vitamins, acetaminophen, cough syrup or any over-the-counter medication) will not be administered without written prescriptive orders plus signed parent/guardian/custodian permission.
2. Non-prescription medicine must be in the original container, unexpired, and must be labeled with the student's name, the name of the medication, strength, dosage, and when to be administered.

V. Self-Carried Medication

1. Due to the proximity of preschool children, Lower Campus, Cedar Elementary, and Homeschool students are not permitted to self-carry medication. Exception will be made for life-saving medications.
2. Self-carry medications will be allowed only at Colbert Upper Campus when both HS-MED1 and HS-MED2 forms have been successfully completed and filed with the Front Office / Health Room.
3. Non-prescription, over-the-counter, medication (such as ibuprofen or cough drops) may be self-carried by a student with signed parent/guardian/custodian permission and nurse approval for periods of no more than 14 consecutive days. In this instance only, no doctor's orders are required.
4. Only one day's supply of the medication may be carried by the student.
5. The Self-Carry Medication Request Form (HS-MED2) must be filled out and reviewed with the school nurse. A copy of this signed form is to be carried by the student with the medication.
6. All self-carried medication must be in the original bottle (container), unexpired, and properly labeled with the student's name, name of medication, strength, dosage and parameters of when and how it is to be taken.
7. Exception: Sunscreen may be self-carried and applied by the student with parent permission only. Spray or aerosolized sunscreen is discouraged due to other students with asthma and allergies.

VI. Non-Oral Medication

1. School personnel may administer eye drops, ear drops, nasal drops/sprays, ointments, & topical medication.
2. School personnel (except school nurses) will NOT administer rectal or injectable medication. These medications must be self-administered by the child or the parent/guardian/custodian, or an adult designee may come to school and administer the medication. Exception: Injectable medication in life-threatening situations (i.e. epinephrine for anaphylaxis, glucagon for hypoglycemia).
3. If medication is self-administered, it must be indicated on the Medication Request Form.
4. If medication is ordered, "If a nurse is available...", this does not imply or guarantee a nurse will be on site at all times to give that medication.

VII. Controlled Substances

1. Controlled substances-scheduled drugs are NEVER allowed to be self-carried.
2. Controlled substances-scheduled drugs (e.g. cough syrup with codeine or Ritalin) will be counted weekly and recorded. On the weekly medication counts, the nurse or designated staff member needs to have a witness to the actual count of the medication.
3. No more than a twenty day supply of controlled substances-Schedule II-V should be brought to the school at any one time.
4. Theft or suspected theft is to be documented and reported to the supervising nurse, the school administrator and may also be reportable to local law enforcement.