

# Medication Administration Policy

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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 (prescription, over-the-counter / OTC, homeopathic, naturopathic, vitamins, bug spray, and essential oils). Medication must be brought to the Front Office by the parent / Legal Guardian, 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:

### Dispensed Medication

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

### Back-up Medication

- 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.
- Back up medication will be required for extra-curricular sports and activities.

### Prescription Medication

- All prescription medication must have written doctor orders. The Medication Request Form or Self-Carry Medication Request Form must be signed by a Licensed Healthcare Professional that has prescriptive authority.
- All prescription medication must have signed parent/ Legal Guardian permission.
- All prescription 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.
- When Prescription Medication is approved for self-carry, a Self-Carry Medication Request Form must be filed with the Front Office / School Nurse.

### Non-Prescription Medication

- All non-prescription medication (i.e. vitamins/supplements, acetaminophen, ibuprofen, or any over-the-counter (OTC) medication) must have written doctor orders. The Medication Request Form or Self-Carry Medication Request Form must be signed by a Licensed Healthcare Professional that has prescriptive authority.
- All non-prescription medication must have signed parent / Legal Guardian permission.
- All non-prescription medication must be in the original bottle (container), unexpired, and properly labeled with student's name.
- When non-prescription medication is approved for self-carry, a Self-Carry Medication Request Form must be filed with the Front Office / School Nurse.



### **Self-Carried Medication**

- Due to proximity of preschool-aged children, Colbert Lower Campus, Cedar Elementary, and Homeschool students are not permitted to self-carry medication. Exception will be made for life-saving medications.
- Self-carried medication (prescription or OTC) will only be allowed at Colbert Upper Campus when a Self-Carry Medication Request Form has been successfully completed and filed with the Front Office.
- Only a one day's supply of the medication may be carried by the student.
- A copy of the completed Self-Carry Medication Request Form must be kept with the medication.
- All self-carried medication must be in the original bottle (container), unexpired, and properly labeled with the student's name.
- Exception: Sunscreen may be self-carried and applied by the student with parent permission only. An Authorization for Sunscreen Application Form must be filed with the Front Office / Health Room. Spray or aerosolized sunscreen is discouraged due to other students with asthma and allergies.

### **Non-Oral Medication**

- School personnel may administer eye drops, ear drops, nasal drops/sprays, ointments, & topical medication.
- 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).
- If medication is self-administered, it must be indicated on the Medication Request Form.
- 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.

### **Controlled Substances**

- Controlled substances-scheduled drugs are NEVER allowed to be self-carried.
- 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.
- No more than a twenty-day supply of controlled substances-Schedule II-V should be brought to the school at any one time.
- Theft or suspected theft is to be documented and reported to the School Nurse and school administrator. The incident may be reportable to local law enforcement.