

Department of Health Services
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MEDICATION STORAGE AND ADMINISTRATION POLICY

The Health Services Department at San Domenico follows the California Department of Education's guidelines for medication administration in the school setting. There are laws, regulations and recommendations that must be complied with to ensure the safety of all of our students.

This sample checklist provides helpful information when children need to take medication at school.

1. Talk to your child's doctor about making a medicine schedule so that your child **will not** have to take medicine when at school.
2. If your child is regularly taking medicine for an ongoing health problem, even if he or she only takes the medicine at home, give a written note to the school nurse at the beginning of each school year. You must list the medicine being taken, the current amount taken, and the name of the doctor who prescribed it (*EC* Section 49480).
3. If your child must take medicine while at school, give the school a written note from you **and** a written note from your child's doctor or other health care provider. Provide new, updated notes at the beginning of each school year **and** whenever there is any change in the medicine, instructions, or doctor (*EC* Section 49423).
4. As parent or guardian, you must supply the school with all medicine your child must take during the school day. You or another **adult** must deliver the medicine to school, except medicine your child is authorized by his/her physician to carry and take by him or herself (e.g. inhaler for asthma). If this is not possible due to transportation issues, please contact Health Services with any questions or concerns so that we can best meet your needs and the needs of your child.
5. All controlled medicine, like Ritalin, must be counted and recorded on a medicine log when delivered to the school. You or another adult who delivers the medicine should verify the count by signing the log.
6. Each medicine your child must be given at school must be in a separate container labeled by a pharmacist licensed in the United States. The container must list your child's name, doctor's name, the name of the medicine, and instructions for when to take the medicine and how much to take. The prescribing doctor must be licensed in the United States.
7. Any medications or supplements that do not meet the criteria outlined above in #6 **will not** be stored or administered by the school nurse. The nurse will assist international students in obtaining medication in the United States through a licensed physician if necessary.
8. If your child may require an Epi-Pen, your child's physician needs to prescribe 2 for him or her to be kept at school. Your child's Epi-Pen will be stored in Health Services and his/her school office for the entire school-year. There is a specific medication order for anaphylaxis that the physician must complete. This form is available through Health Services.
9. Pick up all discontinued, outdated, and/or unused medicine before the end of the school year.

*For information on **student rights** related to medication administration assistance, please visit the California Department of Education Web site at <http://www.cde.ca.gov/sp/se/fp/>.*

Medication Administration Recommendations for Field Trips and All School Related Activities:

1. All the staff members who are planning school-sponsored activities, including athletic department staff members who are planning intramural activities, notify the school nurse or the site administrator of the schedules for field trips and other related school activities as soon as possible in the school year to allow time to schedule trained staff to attend these functions and administer medications to students if needed.
2. The school nurse provides the designee with all the necessary student medication (including emergency medication) that will allow students who need medication during the regular school day to participate in the school-sponsored activity.
3. Students should **never** be taking their first dose of any medication while at school or during any school-sponsored activity. Any adverse reaction would be much more complicated in this situation.
4. Medication must be provided in **pharmacy-prepared individual containers** (that contain only the amount to be administered during the activity) with labels that include the **student's name, authorized health care provider's name, name of medication, dose of medication, method of administering the medication, and time of administration**.
5. The designee will keep all medication in a closed container on his or her person at all times, such as in a fanny pack or back pack.
6. Only the designee will be allowed access to student medication and will be responsible for its appropriate administration.
7. A medication log will be provided by Health Services prior to the activity.
8. Documentation of medication administration on all field trips and school-sponsored activities occurs at the time and place of administration.
9. On return to school, the log is returned to Health Services for review by the school nurse and is placed in the student's health folder.
10. When a school activity involves several days or overnight stays, careful plans should be made for keeping medications safe and ensuring the confidentiality of those students who are required to take medication. If the parent or guardian of students attend school-sponsored activities and agrees to administer medications to their child, this agreement will be documented on the student's medication log.
11. Parents are encouraged to coordinate all of the above well in advance of the scheduled activity with the Health Services office.