



Book	MCCSC Policy Manual
Section	5000 - STUDENTS GUIDELINES
Title	MEDICATION ADMINISTRATION
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#### MEDICATION GUIDELINES

MCCSC recognizes the need for safe handling, storage, and administration of medication while on school property to maintain the safety of its staff and student population.

##### Medication Storage Procedures:

1. All medications shall be locked and stored in drawers or cabinets. These designated locked areas should be accessible to only those persons authorized to administer medications.
2. The person(s) responsible for medication administration and the school administrator should have access to the keys and be the only people with knowledge of the keys' location.
3. Medication keys shall be in a monitored area at all times where school personnel can ensure the safety of the keys.
4. At the end of the school day, the keys will be secured to provide assurance that they will not fall into unauthorized hands.
5. Emergency medications should be stored in a secure area, unlocked and immediately available to school personnel at all times students are present.

##### Controlled Substance Procedures:

1. Controlled substances are to be stored separately from other medications in a secure, substantially constructed drawer or cabinet.
2. Controlled substances are to be kept under a single lock (locked cabinet/drawer) when students are present and under double lock (locked office AND locked cabinet/drawer) at all other times.
3. Controlled substances will be counted and recorded upon receipt from the parent/guardian.
4. Controlled substances will also be counted 1/month (first school day of the month) and this count reconciled with the medication administration log/record.
5. If medications are found to be missing or if there is suspicion of tampering, notify local law enforcement as well as the Director of Health Services.

#### **Medications in School**

1. Parent/guardian will assume responsibility for delivering medications to and from school.

a. Medication(s) should be delivered to the school health office.

b. Only medications received in their original bottles or containers with attached labels will be accepted.

c. Only FDA approved medications may be dispensed at school.

d. All medications, whether prescription or non-prescription must be clearly labeled as follows:

1. Name of the student
2. Time of administration (clock time preferable)
3. Name of medication, including a quantity of dose
4. Name of the prescribing physician, as copied onto the label by the pharmacist (IF prescription medication)

e. In addition, for Low THC Hemp extract Parent/Guardian must provide the following:

1. Product must be in the original packaging and must be unopened.
2. Health care provider must provide the school with a prescription to administer the substance which includes the dose, routine and time of administration.
3. Product must be approved by the federal Food and Drug Administration or the federal Drug and Enforcement Agency as a prescription or over the counter drug, or meets the packaging requirements of SEA 52.
4. A scannable barcode or QR code linked to a document that contains information with respect to the manufacturer of the low THC hemp extract including the following:

- i. Batch identification number
- ii. Product name
- iii. Batch date
- iv. Expiration date (must be not more than 2 years from the date of manufacture)
- v. Batch size
- vi. Total quantity produced
- vii. Ingredients used, including;

a. Ingredient name

b. Name of company that manufactured the ingredient

c. Company or product identification number or code, if applicable

d. Ingredient lot number and

viii. Download link for a certificate of analysis for the low THC hemp extract.

5. The batch number
6. The internet address of a website to obtain batch information
7. Expiration date
8. Number of milligrams of low THC hemp extract
9. The Manufacturer
10. The fact that the product contains not more than a three-tenths percent (0.3%) total delta-9-tetrahydrocannabinol (THC), including precursors, by weight.

f. Not more than a 30-day supply of such medication should be delivered/accepted.

g. The school nurse or other designated employee will check the medication and arrange for safe keeping.

2. A written authorization from the parent/guardian will be on file in the school health office before any prescription or non-prescription medication will be administered. The written authorization may be withdrawn by the parent/guardian at any time and shall be kept on file for no longer than one year.

3. Written directions from the prescribing physician must be received by the school before any prescription drug can be administered. A copy of the directions will be kept on file.

4. With the exception of school nurses and health aides, only employees designated by the chief building administrator may administer medications, and the medication must be administered in the presence of another adult. The school nurse will assume the responsibility or delegate the responsibility, after giving proper training, of the administration of all medications which require an injection.

5. A log of all medications administered will be maintained by school medical personnel or by the designated employee in the health office and periodically reviewed by the school nurse.

6. School employees may administer first aid in emergency situations.

7. Please see the MCCSC Policy Manual #5330 'Use of Medications' for further guidance.

Approved by the Board 10/24/74

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