

# SERVICES TO SCHOOLS AND CHILDREN

## **Dispensing Prescription Medication**

**6400**

Educational Service Unit 2 employees are not permitted to dispense medications to students without full compliance with ESU Board policy. The dispensing of medication means the giving or applying of a dose of medication to a student and includes helping an individual in giving or applying such medication to himself or herself.

1. Employees shall not dispense prescription medications to a student unless:
  - (a) The policy of the school served is in accordance with NDE Rule 59, under the school's policy the employee is authorized to dispense medication to students, and the ESU employee strictly adheres to such policy, or
  - (b) the employee obtains authorization from the school to use ESU 2 policy and the employee strictly adheres to the policy.

The ESU policy for dispensing medication is as follows:

- (a) Authorizations for Medications. Medications which must be dispensed during school hours may be dispensed when the following are on file:
  - 1) A physician's signed, dated authorization including name of the medication, dosage, administration route, time to be given at school, and reason child is receiving the medication.
  - 2) A caretaker's signed and dated authorization/permission to administer the medication during school. (Note: All references to "caretaker" in this policy shall also include a parent, foster parent, or legal guardian; it shall not include a friend or child care provider).
  - 3) The medication is in its original packaging and is labeled as dispensed by the prescriber or pharmacist. The label must name the child and identify the medication, strength, time interval and route to be administered.

For non-prescription medications, the physician's authorization and pharmacist labeling shall not be required. Medication authorizations must be in writing, must be renewed annually, and must be updated as changes occur.

- (b) Documentation. When medication is received by an ESU 2 employee, the employee shall document the medication received (type and amount). When medication is dispensed, the ESU 2 employee shall document: the student's name, the name of the medication, the date, time, dosage, and route of the medication, the employee dispensing the medication, and any refusal by the recipient to take and/or receive the medication. Medication records shall be maintained for not less than two (2) years from date of each medication administration. The medication administration records shall be kept confidential in accordance with the policies and practices concerning student records.
- (c) Storage and Disposal of Medicine. Medication shall be stored in a locked or otherwise secure area in a manner that will restrict access to only authorized employees. Medication which is either past the expiration date or not claimed by the parent by the end of the school year shall be destroyed. Procedures for destroying medication shall include witness and documentation.

- (d) Employee Competency to Dispense Medication. ESU 2 employees who dispense medication are required to demonstrate the “minimum competencies” to provide medications to students, and shall be required to follow such minimum competencies when dispensing medication. The minimum competencies are:
- (1) Maintaining confidentiality;
  - (2) Complying with a competent student recipient’s right to refuse to take medication and, in the case of a non-competent recipient, to recognize the requirement to seek advice and consultation with the physician, physician’s designee, or caretaker of the student providing direction and monitoring regarding the procedures and persuasive methods to be used to encourage compliance with medication provision. Persuasive methods do not include anything that causes injury to the recipient;
  - (3) Maintaining hygiene and current accepted standards for infection control;
  - (4) Documenting accurately and completely;
  - (5) Safely providing medications according to the “five rights” by the routes permitted (oral; inhalation; topical; and instillation into the eyes, ears, and nose) or authorized additional routes, and in consideration of the specialty needs of the student based upon such things as age, swallowing ability, and ability to cooperate; the “five rights” means getting the right drug to the right recipient in the right dosage by the right route at the right time;
  - (6) Having the ability to understand and follow instructions;
  - (7) Practicing safety in application of procedures for storage, handling and administration of medications;
  - (8) Complying with limitations and conditions under which school personnel may provide medications; and
  - (9) Having an awareness of abuse and neglect reporting requirements.

ESU 2 employees shall not “administer” medication (which includes monitoring effects of the medication taken), as only licensed health care professionals are permitted to “administer” medication.

Date of Adoption:

09-20-2004

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3/21/2016