

SPEED SEJA #802
MEDICAL PROCEDURE GUIDELINES

The purpose of the medical procedure guidelines is to assure that when a student requires administration of a medication in the educational setting, it is given in a safe and effective manner.

- 1.0 SPEED Cooperative Responsibilities
 - 1.1 Provide all parents/guardians with a copy of the SPEED Medication Procedure Guidelines at the beginning of each school year.
 - 1.2 Provide cooperative personnel with a general in-service on the SPEED Medical Policy and Procedure Guidelines at the beginning of each school year.
 - 1.3 Provide SPEED certified personnel administering student medication with Individual in-service on the Medication Procedure Guidelines.
 - 1.4 Establish a hierarchy of certified personnel at each program site who can administer medication in the absence of the School Nurse.
 - 1.5 Provide consistency for documentation of medical procedures in the SPEED programs.
 - 1.5.1 Assure that all medical procedure logs are placed in the student's SPEED program file at the end of the school year, or at the end of the extended school year.
 - 1.5.2 Assure that the original Medical Procedure Authorization Form is forwarded to the student's school district of residence and a copy is maintained in the student's SPEED program file.
 - 1.6 Provide a locked cabinet, container, or drawer for safe medication storage.
 - 1.6.1 Provide refrigeration, if needed for safe medication storage.
 - 1.6.2 Assure that student medications are stored safely at the SPEED program satellite sites as per the SPEED Medication Procedure Guidelines or per the satellite school district site medication policy/procedures.
 - 1.6.3 Allow for student self-administration of medication when deemed necessary per both the licensed prescriber and the parent/guardian.
- 2.0 Licensed Prescriber Responsibilities
 - 2.1 Provide an annual written authorization before a prescribed or over-the-counter medication will be administered in the educational setting. This includes extended day or over night activities.
 - 2.1.1 The SPEED medication procedure authorization form must be completed and received by the School Nurse before the medication will be administered. The completed form is placed in the student's SPEED program file.

2.1.2 The licensed prescriber's written authorization should include:

- Date authorization is completed
- Student name and reason for medication
- Name of Medication
- Dosage
- Frequency of medication administration
- Time medication to be administered at school
- Length of time medication is to be administered
- Side effects of medication
- Signature of licensed prescriber
- Printed name, address, telephone, and fax number of licensed prescriber

- 2.2 Provide any change in the medical authorization to the School Nurse before the change is implemented in the educational setting.
- 2.3 Provide input to determine when a medication should only be administered by a nurse in the educational setting.
- 2.4 Provide input to determine when a student may self-administer medication.
- 2.5 Request communication and feedback from the School Nurse regarding medication therapeutic response and/or side effects as needed.
- 2.6 Provide written medication authorization for medication administration required during extended day or night activities.

3.0 Parent/Guardian Responsibilities

- 3.1 Complete the parent/guardian section of the SPEED medication authorization form.
 - 3.1.1 The parent/guardian section should include:
 - Parent/guardian name
 - Date authorization is provided
 - Signature of parent/guardian
 - Address and telephone numbers of parent/guardian
- 3.2 Bring the student's medication to the educational setting.
 - 3.2.1 For safety reasons, the student should not bring medication to the educational setting.
 - 3.2.2 Notify the School Nurse if extenuating circumstances exist regarding transport of medication to the educational setting.
- 3.3 Prescribed and over-the-counter medication must be in a container appropriately labeled by the pharmacy. The label shall display:
 - Student name
 - Medication name, strength, dosage, frequency of administration
 - Prescription number, date filled, # of tablets/capsules or amount of liquid
 - Name of licensed prescriber

Pharmacy name, address, phone number, pharmacist name or initials

- 3.4 Bring medication refills to the educational setting on an agreed timeline between the parent/guardian and School Nurse.
 - 3.5 Notify the School Nurse when a medication is changed or discontinued.
 - 3.6 Arrange for removal of unused medications from the educational setting with the School Nurse.
- 4.0 Certified Personnel Responsibilities
- 4.1 Attend an in-service regarding the SPEED Medication Policy and Procedure Guidelines provided by the School Nurse prior to administering student medication.
 - 4.2 Follow the SPEED Medication Policy and Procedure Guidelines.
 - 4.3 Sign the SPEED Voluntary Agreement form following the in-service provided by the School Nurse.
 - 4.4 Report medication actions and/or side effects to the School Nurse as needed.
 - 4.5 Inform the School Nurse when medication refills are needed.
 - 4.6 Inform the School Nurse of all scheduled community based activities and field trips for students who require daily medication.
 - 4.7 Inform the School Nurse at least one month in advance of extended day or overnight activities.
- 5.0 SPEED School Nurse Responsibilities
- 5.1 Provide a general in-service to program personnel regarding the SPEED Medication Policy and Procedure Guidelines at the beginning of each school year.
 - 5.2 Provide an individual in-service regarding the Medical Policy and Procedure Guidelines for certified staff administering medication to students.
 - 5.2.1 Instruct staff to use the “5 rights” (right student, right medication, right dosage, right time of administration, and right route) to insure safe medication administration.
 - 5.2.2 Provide information for the certified staff administering medication:
 - Name of medication
 - Reason for medication
 - Desired action
 - Possible side effects of medication
 - Dosage of medication
 - Technique for administering the medication
 - 5.2.3 Instruct certified staff administering student medication to document on the medication log as indicated.
 - 5.3 Obtain signed Voluntary Agreement forms from staff providing the medical intervention or treatment.

- 5.4 Provide guidance and direction for certified staff administering medication in the educational setting.
 - 5.4.1 Obtain and review the licensed prescriber and parent/guardian Medication authorizations.
 - 5.4.2 Check student medication for appropriate labeling.
 - 5.4.3 Prepare the medication log.
 - 5.4.4 Complete and document a medication count on the medication log.
 - 5.4.5 Monitor and provide guidance as needed for certified staff administering student medication.
 - 5.4.6 Place medication logs in the student file at the end of the school year or at the end of the extended school year.
 - 5.5 Obtain written licensed prescriber authorization when medication dosage is changed, discontinued, or a new medication is ordered.
 - 5.5.1 Document the change on the existing medication log. Provide a new log for additional medical intervention or treatment.
 - 5.5.2 Inform certified staff administering student medication of any changes in the authorization.
 - 5.5.2.1 Count all unused medication prior to removal from the educational setting. Document the count on the medication log.
 - 5.5.3 Discard discontinued or unused medication. All unused medication should first be returned to the parent. Controlled medications that are not given to the parent should be discarded by the nurse and witnessed by a licensed health care personnel or an administrator. Follow any specific instructions on the drug label or patient information that accompanies the medication. Do not flush prescription drugs down the toilet unless the information specifically instructs you to do so. If no instructions are given on the drug label, dispose in trash: remove them out of the original container, crush and mix them with coffee grounds or kitty litter. Put them in a sealable container to prevent medication from leaking into the trash. Always remove or scratch out any identifying information on the label. When in doubt about proper disposal, notify a pharmacist.
 - 5.6 Provide verbal and/or written feedback to the licensed prescriber and the parent/guardian regarding student response to medications as needed. Obtain written authorization for release of information as needed.
- 6.0 Procedure for administering Medication During Extended Day or Over Night Activities
- 6.1 School Nurse obtains medication authorization from the licensed prescriber and parent/guardian.

- 6.2 Parent/guardian provides medication appropriately labeled for the extended day or overnight activity.
 - 6.3 School Nurse provides in-service for certified staff administering the medication during the activity.
 - 6.4 School Nurse provides medication log and, if possible, prepares the medication for administration.
- 7.0 Procedure for Student Self Administration of Asthma Medications
- 7.1 School Nurse obtains annual medication authorization from the licensed prescriber and parent/guardian.
 - 7.2 Parent/guardian provides appropriately labeled medication.
 - 7.3 School Nurse obtains a written statement from the licensed prescriber that contains:
 - Name and purpose of the medication