



MEDICATION ADMINISTRATION POLICY

OVERVIEW:

All medications will be given according to the following guidelines set by the Texas Board of Examiners:

- A written or online permission to administer medication form (found on the BACS website) must be signed by a parent or legal guardian, along with specific directions for administration of medication are required. Directions must include student's name, date, name of medication, dosage, route of administration, and time to be administered. The above-mentioned form will be kept in the nurse's office.
- Over-the-counter medication and other prescription medication may be administered for a period of no longer than ten consecutive ten (10) days, provided signed permission has been provided by the parent or guardian.
- A physician's authorization form must be signed by the physician or dentist and parent if a medication is to be administered for longer than **10 consecutive days**.
- All medication must be provided and brought to the nurse's office by the **parent or legal guardian** in the original container.
- The student may not carry or administer any medication to himself/herself. However, Texas law permits students to carry and self-administer prescription asthma medications; inhalers.
- BACS will not stock or provide any medications for students.
- Prescription medications will not be shared between siblings. Non-prescription medications may be shared between siblings, but each child must have a permission to administer medication form signed by a parent or legal guardian.
- All medications should be given at home if possible.
- No narcotics will be kept or given at school.
- Medication must not be expired.
- Medication will only be given according to the doctor's order.
- The School Nurse will supervise storage and dispensing of medication.
- A photograph will be taken of the student at the time the medication is brought to the nurse's office to be attached to the medication to be used as student identification.
- The nurse will notify parents as needed for medication replacement or other pertinent issues.
- If the medication is new to the student, the first dose of the medication must be given at home.
- Bay Area Christian School uses the Texas Department of State Health Services guidelines for medication administration found at the following link:
<http://www.dshs.texas.gov/Content/PreventionandPreparedness/schoolhealth/pdf/bulletin/MedGuideforSchools2017.pdf>

ADMINISTRATION:

- Institute proper infection control techniques as needed.
- Correct student will be identified by using two of the following patient identifiers:
 - Student name
 - Date of birth
 - Photo attached to medication
 - Teacher/grade
- Verify correct medication, dose, route, time, rationale.
- Administer medication according to physician's order.
- Student may self-administer inhalers with parental consent.

DOCUMENTATION:

- All medications administered must be logged in student medical record in FACTS-SIS (System information systems)
- The following information must be documented:
 - Student name
 - Time
 - Medication
 - Dosage
 - Route
- Document any communication with parent or guardian applicable to medication administration.

Medical offices are familiar with distributing school notes for medication administration. Your doctor's office may fax the Permission to Administer Medication from their own letter head prescription to **281-554-5495**

Our top priorities are student health and safety. BACS strives to minimize time away from the classroom and learning process. These policies maintain those priorities while also abiding by the law.

Keeping our Broncos healthy and safe,
Brianna Arghiropol, RN, BSN.
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