

Procedure for Dispensing Medication

Medications that are deemed essential to the well-being of the student shall be administered at school by trained personnel. When possible medications should be given at home

Medications must be in the pharmacy container clearly labeled with the student's name. Non-prescription medications must be in an original container.

All prescription medications and non prescription medications, including over the counter medications, must be accompanied by a physician's order and written parental permission.

Prescription medications and non prescription medications shall be administered only as prescribed on the physician's written authorization. Medication orders should clearly state the time medication is to be given. Be especially careful when the physician's order includes a morning dose to be sure where that dose will be given.

Changes in the dosage and/or times of administration must be received in the form of a written order from the physician/health care provider.

Allowing students to transport medications presents the risk for medication poisoning. Therefore, parents are encouraged to bring all medications to school.

Parent/guardian shall have the ultimate responsibility to provide the school with an adequate supply of medication to enable the orders to be followed.

Medication brought to school shall be counted and the amount documented on the medication log.

Medications must be kept in a locked cabinet at all times accessible only to the authorized school personnel. Under special circumstances and with physician order, permission may be given for a student to possess and administer medications needed to preserve life, such as inhalers, Glucagon, FDA approved seizure rescue medications, insulin, and injectable epinephrine devices.

DISPENSING MEDICATIONS

Students are expected to report to the health office for medication and be cooperative about taking medications. While some children need to be reminded, it is not the responsibility of the school staff to forcibly administer medication. If a student refuses to take a prescribed medication, the parent shall be notified.

Arrangements shall be made for the child to take the medication at the proper time.

Medication shall be administered under the supervision of the school nurse or other school employee who accepts delegation of responsibility from the nurse.

SELF-ADMINISTRATION OF MEDICATION

Students may be authorized to carry on their person and independently take their own prescription medication provided the parent/guardian and health care practitioner has written approval on file with school personnel. Such approval shall assure school personnel that the child has been properly instructed in self-administering the medication.

Student Medication Guidelines

CONTROLLED/SCHEDULED MEDICATIONS

“Controlled/scheduled medications” are medications that are potentially addictive and are regulated under the Controlled/Scheduled Substance Act of 1970. The following are the procedures related the administration and storage of controlled/scheduled medications:

- Kept under double lock and key
- Kept separate from other medications
- Signed out each time a dose is administered
- Trained staff shall count and record the number of remaining pills on the student’s medication record each time a dose is administered.

DOCUMENTATION OF ADMINISTRATION

Except for medications approved for self-administration, all medication given must be immediately documented on a medication log or student health visit record. Documentation should be complete with notation of missed doses and absences.

DESTROYING MEDICATION

Notice shall be sent to the parent/guardian prior to the end of the year informing them that their child has medication remaining and that it must be picked up. If the medication is not retrieved, the school nurse or designee, with a witness, shall count the pills remaining and document on the medication log. Leftover prescription medication shall then be destroyed. Medication shall not be flushed but may be put in glue and placed in a trash receptacle or destroyed in accordance with current health care standards.

Medication that is being returned to the parent shall be counted and documented as returned.

Medications left by students who withdraw shall be destroyed. Parental contact should be attempted before destroying medication.

MEDICATION ERROR

If an error in the administration of medication is noted, initiate the following steps:

1. Keep student in office for observation.
2. Assess the student’s status and document.
3. Identify the incorrect dose/type of medication taken by the student.
4. Immediately notify the school administrator and school nurse.
5. Notify the parent.
6. Record all circumstances and actions taken, including instructions from the parent and/or physician/health care provider, and the student’s status.
7. Complete a “Medication Administration Incident Report” form.

REFERENCES:

KRS 158.834; KRS 158.836; KRS 158.838; KRS 217.86

Controlled/Scheduled Substance Act of 1790

Kentucky Board of Advisory Opinion Statement #16 Roles of Nurses in the Administration of Medication Via Various Routes (2023)

Kentucky Department of Education Medication Administration Training Manuel for Non-Licensed School Personnel (2025)

RELATED POLICY:

09.2241

RELATED PROCEDURES:

09.2241 AP.21; 09.2241 AP.22

Review/Revised:[insert date]