**POLICY FOR THE ADMINISTRATION OF MEDICATIONS**

**for**

**Indiana Academy for Science, Mathematics, and Humanties**

**Residential Students**

**Updated August 2017**

**Policy for the Administration of Medications**

The Indiana Academy for Science, Mathematics, and Humanities approves the following policies governing the administration of medications.

**Management of the Medication Administration Program:**

1. **A program for administration of medications is developed and managed by the Coordinator of Healthcare Services**.
2. The annual Indiana Academy Health Packet must be completed and signed by a parent/guardian. The “prescription medication” section must be completed in full by the parent/guardian ONLY if the student takes prescription medication. As well, the parent/guardian of all students must sign the “signatures” section of the annual health packet. The “prescription medication” section of the health packet includes the following:

* Medication name, dosage, frequency, and reason for medication
* Parent/guardian consent for self-administration
* Parent/guardian option to be notified regarding how their child is taking his/her medication (i.e. weekly, twice a month, or monthly)

1. A healthcare provider must complete the “Physician-Prescription Medication Authorization” page ONLY if the student takes any prescription medication. The “medication authorization” page includes the following:

* Student Name
* Medication name, dosage, frequency & route
* Diagnosis
* Consent for self-administration
* Physician name, signature, address, phone number & fax number

1. Medications prescribed for a student must be brought to Wagoner Hall in the original package/container with the pharmacy label and student’s name affixed. Prescription medicine needs to be brought directly to the nurses office if during office hours Monday-Friday 7:30 to 4:30 or if after office hours, given to the front desk worker who will lock in it a secure area for the nurses to retrieve upon their return.
2. The Coordinator of Healthcare Services or other responsible person receiving the medication shall document the quantity of the medications delivered.
3. All prescription medication will be kept locked, in a secure area. Controlled medicines will be kept and locked separately from non-controlled medicines. The person who is responsible for administering the medicine will hold the keys or have access to the keys
4. The nursing office shall keep on file the “prescription/medication & signatures” sections of the annual health packet, as well as the “Physician-Prescription Medication Authorization” page.
5. The parent/guardian must notify the nurse’s office if the medication, dosage, schedule, or procedure for administering the medication is changed or eliminated.
6. The Indiana Academy requires the completion of a Health Packet annually.
7. All medications are to be administered in such a manner as to not unduly embarrass the student.
8. **Administration**

When the Coordinator of Healthcare Services and nursing staff are not present to administer medication, prescription or non-prescription, access to medication will be under the authority of the Director of Residential and Student Affairs. Another school employee, who has received the appropriate in-service training, may administer medication.

* The nursing staff will provide voluntary in-service training annually to all school personnel who have the potential to administer medication.
* The in-service training will include the Five Rights Formula (right medication, right student, right time, right dosage, & right route).
* The in-service training will include the appropriate documentation for administering medication.
* Written documentation of the in-service training will be kept on file with the Coordinator of Healthcare Services.
* The parent/guardian is responsible for assuring the medication arrives safely at school in a properly labeled container. Medications will not be given to students without proper written authorization from a parent/guardian (annual health packet/etc)

1. **Documentation**

The Coordinator of Healthcare Services shall develop a prescription medication flow sheet. All persons administering prescription medication shall document that a student received the medication on the medication flow sheet.

* Documentation on the flow sheet should include the student’s name, medication, dosage, route, date and time administered, and the initials of the person administering the medication.
* Medication reported as discontinued by a student will be confirmed with a parent/guardian and documented on the medication flow sheet.
* All prescription medication will be counted and recorded on the medication flow sheet upon receipt of the medication, every 2 weeks thereafter, and as needed.

1. **Qualified Immunity**

The Indiana Academy for Science, Mathematics, and Humanities does not require teachers or other school employees who are not employed as a school nurse or physician to administer medication (prescription or non-prescription).

* School Personnel can opt out of the training and therefore not be responsible for administering medication.

If the school employee is not a practitioner or licensed as a nurse and is responsible for such duties, the

employee must obtain training from the nursing staff.

A written statement will be kept on file indicating the employee received the appropriate training required.

Any trained employee administering medication to a student will not be held liable for civil damages as a result of such administration, except for an act or omission resulting in gross negligence or willful and wanton misconduct.

1. **Over-The-Counter Medications (OTC)**

OTC (nonprescription) medications may be given to students by school employees as long as parent/guardian authorization has been received (health packet). School employees will only give OTC medications approved by the parent/guardian and only for the reasons indicated in the annual health packet.

The Coordinator of Healthcare Services shall develop a non-prescription (otc) medication flow sheet.

* All persons administering OTC medications shall document that a student received the medication. Documentation on the flow sheet shall include the student’s name, OTC medicine, dosage, route, date and time administered, reason for the OTC medication and initials of the person administering the medication.
* Students may keep over-the-counter medicine in the residence hall for self-administration. Any misuse or abuse will result in loss of the privilege. Any medicine kept in a student’s room must be kept secure by locking the area where the medicine is held. Padlocks are provided by The Indiana Academy for this purpose.

1. **Controlled Medication and other medications maintained by Academy nursing staff**

**Controlled Medication (schedules I – V)**:  **Controlled medication is never permitted in student rooms. Information about “controlled medicines” and a list of controlled medicines are available at** [**www.deadiversion.usdoj.gov**](http://www.deadiversion.usdoj.gov)

**Common examples of “controlled medicines” include, but are not limited to the following:**

**Adderall**

**Amphetamine salts**

**Focalin**

**Hydrocodone**

**Lyrica**

**Oxycodone-Acetaminophen (percocet)**

**Ritalin**

**Tylenol with codeine #3**

**Valium**

**Vyvanse**

* *All medicine* must *be logged in* on move-in day (or as soon *as it is brought* into Wagoner Hall).
* All refills on prescription medication *must* be logged in with the nurse’s office as soon as it is brought into Wagoner Hall.
* Controlledprescription medication and other medication to be administered by a trained employee will be kept in the nurse’s office or designated area in a locked unit. Controlled prescription medication will be stored in a *separate and* secure, locked *unit*.
* Students *must* report to the nurse’s office or designated area to take their medication *under the supervision of the nursing staff or designated person.* Prescription medication will be dispensed dose-by-dose *as prescribed.*
* Students should call the Indiana Academy front desk (285-8125) if medication is needed after the dormitory doors are locked/alarmed.
* The procedure for the administration of Controlled Medication is at the discretion of the Coordinator of Healthcare Services and may be altered/adjusted on a case-by-case basis.
* Prescription medication information may be relayed to appropriate faculty, administration, and student life staff at the discretion of the Coordinator of Healthcare Services.
* The parent/guardian will be routinely notified of compliance/non-compliance.
* The Coordinator of Healthcare Services will contact the parent/guardian, as needed, and for any questions, concerns or compliance issues.

1. **Self-Administration of Medication**

“Self-Administration” means the student is able to consume or apply medication in the manner directed by the licensed prescriber, without additional assistance or direction.

It may benefit a student to be responsible for self-administration of his/her medication. The objective of any medication program includes facilitating self-responsibility for medications, after appropriate counseling and education. When developing a plan for self-administration of medications, the safety of the other students will be taken into consideration. Self-administration of medication is not permitted with any controlled medication.

A student may be responsible for taking his/her own medication after the Coordinator of Healthcare Services has determined the following requirements are met:

* Written authorization from the parent/guardian and healthcare provider indicating the student may self-medicate.
* The Coordinator of Healthcare Services and/or School Nurse must be reasonably assured that the student is able to identify the appropriate medication, knows the frequency and time of day for which the medication is ordered. It is at the discretion of the Coordinator of Healthcare Services to asses this at the beginning of each academic year and periodically throughout the school year.

**Self-Administration of Non-Controlled Medication:**

Non-controlled medication may be self-administered as long as the appropriate consents are on file from the parent/guardian and healthcare provider and the medication is secured in a locked drawer in the student’s room.

* Students must log in their prescription medication on move-in day (or as soon as they bring it into Wagoner Hall).
* All refills of current medication or any new medication must be logged in with the nurse’s office prior to taking the medication to the residence hall/dormitory.
* Once the medication is logged in, a 14-day supply of medication will be returned to the student for self-administration. The rest of the medication shall be stored in a secure, locked location and distributed as needed. When the student’s room supply of medication is low or depleted, the student shall return their medication bottle to the nurse’s office for replenishment.
* Students must follow the procedure for safe storage of self-administered medication.
* The ultimate decision for self-administration is at the discretion of the Coordinator of Healthcare Services. Students found to be non-compliant with self-administration may lose those privileges.
* Prescription medication information may be relayed to appropriate faculty, administration, and student life staff.
* The parent/guardian will be routinely notified of compliance/non-compliance per their request in the annual health packet.
* The Coordinator of Healthcare Services will contact the parent/guardian for any questions, concerns or compliance issues.
* There may be situations where non-controlled medication that is being self-administered needs to instead be monitored more closely by the nursing professional, thus losing the privielsge of self-administration. Some examples include, but are not limited to: failing to take the medicine on schedule, failing to refill in a timely manner, abuse or missuse by a student, concerns from the psychologist and/or other administrative staff, not securing the medicine in ones room as required by this policy, and, specific medication known to be generally abused or misused.

1. **Handling, Storage, and Disposal of Medication**

The parent/guardian is responsible for assuring the medication arrives safely at school in a properly labeled container.

* The medication must be in a pharmacy or manufacturer labeled container. This container must have the students name on it.
* The quantity of medicine received will be documented upon receipt by the nursing staff, every 2 weeks thereafter, and as needed. Medicine received in the absence of the nursing staff will be kept in a secure location and counted/documented on their next working day.
* All medication to be administered by school personnel shall be kept in a locked cabinet/cart.
* Access to stored medications shall be limited to persons authorized to administer medications. Access to keys and knowledge of the location of keys shall be restricted to the maximum extent possible.
* Parents/guardians may retrieve the medication from the Indiana Academy at any time.
* The medication will be returned to the parent/guardian (or student with parent/guardian consent) or destroyed when medication is unused, discontinued or outdated.
* Any medication remaining/not retrieved at the end of the school year will be destroyed.
* Students who will be self-administering medication, prescription or non-prescription, are encouraged to keep their dorm room door locked when they are not present.

1. **Reporting and Documentation of Medication Errors**

A medication error includes any failure to administer medication as prescribed for a particular student, including failure to administer the medication:

1. Within the appropriate time frame
2. In the correct dosage
3. To the correct student

Since we a residential school with the nurse’s office located in the residence hall, it is the student’s responsibility to report to the designated area when it is time for his/her medication. A medication error will not be considered on the basis that a student failed to show up for his/her medication. The student’s failure to report for medication will be indicated on his/her medication flow sheet and the parent/guardian will be notified of the missed dose should the Coordinator of Healthcare Services or nursing staff deem it necessary. Additionally, the parent/guardian will be notified of student compliance/non-compliance per their preference marked in the annual health packet.

In the event of a medication error, the nursing staff shall notify the parent/guardian. If there is a question of potential harm, the nursing staff shall also notify the student’s physician.

1. If a student receiving medication exhibits behavior that causes an employee of the Indiana Academy to be concerned about the student’s medical status, the behavior should be reported to the nursing staff. The nursing staff shall document the behavior and determine whether such behavior should be reported to the parent/guardian. If the student’s behavior indicates that the student could be harmed, the nursing staff shall also notify the student’s physician.

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| Coordinator of Healthcare Services | Director of Residential/Student Affairs | Executive Director |