



## **Medication Administration Policy**

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### **Purpose:**

To set forth the provisions that must be followed when administering both the prescription and non-prescription medication to students at GIIS school clinic.

To provide guidance for safe medication administration in school clinic by school nurse in accordance with DOH policies and standards in medication administration.

### **Policy Statement:**

1. Medications should be limited to those required during school hours which are necessary to maintain the student in school and those needed in the event of an emergency.
1. Clinic Nurse shall keep all medication in a secure, clean and locked cabinet at all times. Keys to medication cabinet are never to leave the school building.
2. A student has the right to refuse medication, and in some instances may do so. In such instances, it is the nurse's responsibility to explain to the student as fully and clearly as possible the importance of taking the medication.
3. If the student continues to refuse to comply, the parent or guardian, student's physician, and administrator must be notified.
4. Unused medication/supplies must be picked up by the last day of school. Any medication not picked up the last day of school will be discarded by the nurse.
5. Registered nurses may only administered medication to students enrolled in the school.
6. Prescription drugs will be given at the school only physician order
7. Administration of Non-Prescription drugs (Paracetamol) to control mild to moderate pain and fever.
8. Application of skin disinfectant solutions for wound cleansing
9. Vaccines for school age children (Booster & New)
10. Administration of Epinephrine in severe allergic reactions
11. Administration of Bronchodilator inhaler to control Asthmatic symptoms for a known Asthmatic patient

### **Scope:**

This policy applies to GIIS Clinic.

### **Responsibilities:**

The administration of medication at school clinic is a collaborative responsibility between the parents, School administration and the school nurse.

### 1. Parent's responsibility:

- Prescribed Medicine should be given at home in case the medicine needs to be given during school time, parents need to deliver the prescribed medicine and ensure enough medicine and that medication is in date. Parents should deliver medicine in its original container with clear label of child's name, dose of Medicine, expiry date, medicine name and the doctor's order.

### 2. School nurse's responsibility:

- Nurses are responsible for their own actions regardless of the licensed prescriber's written order. It is the nurse's responsibility to clarify any medication order which is deemed inappropriate or ambiguous.
- The nurse is responsible for understanding the ways in which medications exert their therapeutic and adverse effects, and be aware of the possibility of medication incompatibilities and interactions. Where there is doubt, clarification must be sought from the physician or pharmacist.
- School nurse should obtain parent consent to administer prescribed medication during school hours.
- Whether the patient/student may have allergies to the medication.
- Medications should be limited to those required during school hours which are necessary to maintain the student in school and those needed in the event of an emergency as per DOH policy.
- Nurses have the right and responsibility to decline to administer a medication if they feel it jeopardizes student's physician and administrate student has the right to refuse medication, and in some instances may medication. If the student continues to refuse to comply, the parent or guardian, student's physician, and administrator must be notified.
- Document the administered medicine on the student health file
- The RN school nurse is responsible for administering the medication if the doctor order is available or a standing order for OTC medication.
- The school nurse should report any medical errors occurred during the school hours.
- Check the medicine stock and the expiry date.
- The school nurse should provide and maintain stock required medicine used for first aid.

### Procedures:

- ✚ Wash your hands.
- ✚ Perform initial check to verify the medication label is the same as the written order.
- ✚ Check the label on the medication bottle 3 times prior to administering the medication;
  - When you take it from the place it is securely stored
  - Just before you transfer or pour from the bottle or place it in the medicine cup
  - Before you administer it
- ✚ Identify the student, and have the student verify their name.
- ✚ Pour the medication into the bottle cap and transfer it into a medicine cup or the student's hand. Avoid touching the medication.

- ✚ Give the student the medicine cup and a full glass of liquid.
- ✚ Verify the student has swallowed the medicine.
- ✚ Return the medicine bottle to where it is safely kept.
- ✚ Immediately after a medication is given, the nurse documents the following:
  1. Time administered
  2. Route
  3. Dosage
  4. Site of administration
  5. Signature of the administering nurse
  6. Signature of the second nurse applicable
- ✚ Finally do the documentation properly in the Health Record

### Cross References:

- ❖ National Association of School Nurses. *The School Nurse Role in Delegation of care: Guidelines and Compendium.*
- ❖ DOH policies and Circulars.

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**Approved by**

*[Signature]*

**Date: 10 APRIL 2024**