

## Outline for "How to and Why we use" the School Medication Administration Record

This is a school system record that is kept on file from year to year. It is used to record what kind, how much and when a child receives medication in school. The parent provides the information on this record when they request in school administration of medicine for their child. The information contained on this form must match the information on the parent authorization form and the pharmacy label on the medicine bottle.

*The school nurse is available as a resource for any question related to medication administration.*

Use only black ballpoint ink for recording medication administration on the medication record.

Do not use felt tip pens of any kind.

[This type of ink will bleed through the paper and obscure the record]

*Completely fill out the heading on the top of each medication administration record:*

Please print

Current year

Student name

Date of Birth

*Parent information:*

Name, home and work phone numbers

*Medication information:*

Name of medicine

Amount to be given

Time it is to be given

[There is a 30-minute window before and after the actual time that medication is to be administered that is considered acceptable for giving medication]

Begin and End dates

[Date medication is started in school and the last date medication is to be given at school]

Each time a sheet is added to the binder the complete heading must be filled out, a parent authorization must accompany sheet and is placed behind it in the binder. The information on the parent authorization, the medication sheet and the pharmacy label *must all match.*

A separate sheet is required for each medication that is to be given at school.

The exception to this is when the *same medication* is to be given in *the same amount at different times* during the school day.

***Signature and initials:***

This is requirement for anyone administering any medication to any child during the school day.

There is a space for a full signature and initials on each sheet. This signature information must be signed and initialed by anyone giving any student a medication even if that person only gives it 1 time.

***Signature and initials must match.***

[This will identify the individual actually administering the medicine]

There is space on the sheet for 2 signatures, if more than 2 persons need to sign the sheet they must sign the back of the sheet using the same format as on the front. The individual actually giving the medication is the person who must sign and initial the medication sheet.

***Do not*** ask someone else to sign or initial for you that you gave the medication

***Do not*** initial the sheet before the medication is actually given. The sheet must be initialed at the actual time of administration of a medicine.

***Do not*** sign any blank space on the medication sheet because you think you or someone else forgot to sign.

***Each sheet will record medication administration for the entire 10 months of the school year.***

1. In the outer left of the sheet under "Month" place the name of the appropriate month.
2. There are 5 spaces in the section under the "month" this will reflect the dates of the weeks in the month.
3. The individual boxes reflect the days of the week. Place initials in this space.

**Rules:**

***If you didn't give it... don't sign for it***

***Do not pre initial the sheet***

**Can I record giving a medicine more than 1 time a day on this sheet?**

The sheet can reflect giving the same medication in the same amount being given 1-2-or 3 times during the school day by splitting the appropriate box on the sheet and the specific times are placed in the time blank in the heading and ***only if:***

**The same medication is being given**

**The same dose of medication is given**

***Example:***

***John Doe is to have Ritalin 20 mgm at 10:00 AM and again at 2:00 PM***

***The medication is the same, the amount to be given is the same, and the times are different***

There is a list of *accepted abbreviations* in the upper right hand corner of the form that will be consistently used if a student does not get his usual dose of medicine. These abbreviations will be placed in the appropriate box on the medication administration sheet with a notation on the back of the sheet giving a brief explanation of why the medication was not given and how the situation was resolved *if other than:*

- 1] The student is absent
- 2] There is no school because of a holiday, school vacation etc.

*Abbreviations:*

- PN Parent notified  
MDM medication does not match either the label, authorization sheet or pharmacy label.  
WH medication withheld  
AB student absent  
NS no school  
H holiday  
D early dismissal

*The notation will include:*

- The date and time of parent contact  
How contact was made [phone or in writing]  
Why you are calling  
How it was resolved

*Additionally a notation is required when parents are notified for the following:*

1. A student reports late for medicines  
[More than 30 minutes after scheduled medication administration time]
2. A student did not show up and must be called to report for medication  
[The actual administration time will exceed the acceptable 30-minute window.]
3. Wrong medication or incorrect dose is sent to school
4. Pharmacy label does not match medication authorization form
5. Student refuses to take medication
6. Medication is not available  
[Medication ran out and was not replaced by the parent in a timely manner]
7. The student was dismissed early and medication was not given at school
8. The information on the authorization sheet is unclear, it does not match the pharmacy label or you are uncomfortable and unsure of giving the medicine.
9. If the student develops a rash or other unusual signs of illness

**Rule:**

*When in doubt Don't..... Do seek the advice of the school nurse before proceeding.*

Many times throughout the year a medication is changed, the dose of the medicine is changed or the medicine is stopped [discontinued.] At this time the medication record is discontinued and placed in the back of the medication binder.

***When to discontinue a medication sheet.***

When a medication is stopped, a different medication is ordered, a dose of a medicine is changed, the time the medicine is to be given is changed a new sheet must be filled out and the existing one is ***discontinued not discarded.***

To discontinue an existing medication sheet mark an X through the remaining spaces on the sheet and write ***Discontinued and the date.*** Remove the sheet from the student's section in the binder and put it in the back of the binder to file at the end of the year with all other medication sheets belonging to the student.

Any OTC [over the counter] medication that is to be given in school requires the parent provide a completed parent authorization, a properly labeled container that shows the manufacturers label and a medication administration sheet to record when the medicine is given the same as for prescription medications. Recording administration of OTC medication is the same as for administration of prescription medications.

To assure that all student medications are given, the medication records must be checked before the end of the school day. If a medication has been missed the appropriate action should be taken.