

## Procedure

**FILE: JLCD**

### **ADMINISTRATION OF MEDICATION**

The “Administration of Medication” procedure identifies that medications are to be given during the school day when it is absolutely medically necessary that it is given during these hours. In order for a student to be given any medication in school the following must occur:

- The student’s physician must complete the Medication Administration Order and Consent Form
- The form can be obtained from the school nurse or on the WPS website
- The completed form must be given to the school nurse
- A parent/guardian or designated adult must bring the medication in a pharmacy labeled container and give it to the school nurse directly
- The Worcester Public Schools’ Nursing Department will keep a copy of the completed form, the original will be kept with the student’s health record and will be entered into the electronic health record
- A written and electronic record will be kept for the nurse to document the time of administration
- This form must be RENEWED ANNUALLY at the beginning of every school year
- The medication will be kept in a locked cabinet or refrigerator
- If a student needs an Over-the-Counter medication such as Tylenol or Ibuprofen regularly, or >3 times per week, the **Parent Consent to Administer Over-the-Counter Medication Form** must be signed by the parent/guardian. This form will be provided to all students at the beginning of every school year and can be obtained on the WPS website
- **Remember, students are not allowed to carry** any medication in their backpacks or in their pockets without a doctor’s written order and the school nurse’s knowledge. *This is for the safety of all students.*

The procedure for the delegation of medication for field trips and other short-term school events involves the following:

- Completion of the **Medication Administration Plan Special Delegation for Field Trip/Parental Consent** must be signed by the parent/guardian
- All teachers must provide the school nurse with a minimum of two weeks advance notice of all field trips or special events not on the school property
- The school nurse will train the designated staff member on how to administer the medication and will review potential side effects and course of action as needed
- In the event that a medication must be administered by a nurse, it may be necessary to schedule a nurse to accompany the student on this field trip
- If a parent of a child with diabetes is not in attendance on a field trip, then a school nurse must accompany the child on this field trip