

**Cache County School District**  
**General Medication Training Protocol**

**Only staff ANNUALLY trained by A CCSD Nurse can provide the following procedure**  
**ALWAYS FOLLOW THE STUDENT'S INDIVIDUALIZED HEALTH CARE PLAN**

**PROTOCOL**

**A Medication is defined as:**

A medicine or substance recognized by the FDA to have curative or remedial properties. The medication must be administered under the direction of a licensed health care provider, and be prescribed for the use of over the counter product intended for internal or external use.

**Current MD Order/Correct Med Authorization Forms**

Make sure you have a current MD signature (orders are good for one year). There are different forms for different medications. Use the appropriate form. (i.e.: Authorization of School Personnel to Administer Medication, Diabetes Medication Management Orders (DMMO), Asthma Action Plan/Self-Administration Form, Epinephrine Auto-Injector Authorization Form, Seizure Medication Management Orders (SMMO).

**Proper Administration of Medications & Six Rights**

Six Rights - Means to follow the guidelines to ensure that the medication is being given correctly.

- Right Person - Make sure the student's name on the medication package matches the one receiving the medication.
- Right Medication - Make sure the name of the medication on the Rx label matches the one on the Doctor's Order
- Right Dose - Make sure the dose being given is the same dose on the doctor's order.
- Right Route - Make sure the medication is given by the correct route (oral, injection, inhaler, etc.) according to the doctor's order.
- Right time - Make sure the medication is given at the same time that is ordered by the doctor.
- Right Documentation

**Proper Documentation using CCSD Medication Administration Log & Parent Notification**

When giving daily oral medications (such as ADHD) meds, daily documentation must be completed using the approved CCSD medication administration system. Make sure to enter in the correct time and date for the medication being given. If there is any reason why you are charting late or editing your entry, make a comment as to why. Notify parent if medication is refused and/or when medications need to be replenished.

**Proper Labeling, Storage of Medications**

Medication should be marked with the student's name, name of medication, dosage, doctor, and the prescription medication must have the pharmacy label. Daily routine medications should be kept locked. Emergency medications should be kept in a secure area.

**Reporting Adverse Reaction, Side Effects or Medication Errors**

Be sure to contact parent if there was a med error, adverse reaction, notable side effect, or if there are any other concerns. Document using CCSD Medication Error Form. Notify parent and nurse immediately.

**Legal Responsibilities of Giving Medications**

“Authorized school personnel who act in a prudent and responsible manner in substantial compliance with the licensed health care provider’s signed medication authorization form, are not liable civilly or criminally for any adverse reaction suffered by the student as a result of taking the medication or discontinuing the administration of the medication following notification of the parent/guardian.”

**Indication, Adverse Reactions & Side Effects**

Understand why the medication is being given and what side effects to watch for.

**Transport of Medications in Emergency or Drill**

Take all medications and appropriate paperwork with you during all emergencies and drills.

**Guidelines for Student to Self-Administer Medications**

Students may carry one day’s dose of medication, if responsible, as determined by parent, doctor, and principal. Medication Authorization form must be completed, signed and returned to school. Controlled substances may **NEVER** be self-administered by students at any age.

**Disposing of medication/returning medications to Parents**

Unused medication should be picked up by responsible adult within 2 weeks following notification of parent/guardian or it will be disposed of – whether it is expired or not. Two people must witness and document the removal of medication using CCSD Medication Authorization Form when parent takes medication home.

**Access to medications for After School Program**

Ensure that the After-School Program staff has access to all medications needed for students in the program.

