Greensboro Day School  
Administration of Medication Policy

Introduction

Some students require administration of prescription and/or non-prescription medication during School hours on a regular or temporary basis. Greensboro Day School has adopted this medication policy in compliance with North Carolina State Law, the North Carolina Board of Nursing, and the North Carolina Board of Pharmacy regulations to ensure the health and safety of students who need medication during the school day.

Policy

The School nurse must oversee all medications (over-the-counter, prescription, and herbal) for all students in each division. The School does not permit students to keep medications in their possession without the knowledge and consent of the School nurse. By supervising the storage and administration of medication, the nurse provides families with the assurance that student health needs are addressed in a safe manner.

Procedure for Handling Prescription Medication

The School's nurse, or if necessary, other designated and trained School personnel or volunteers, will administer all prescribed medication to students BB-12 Grade during school hours. Exceptions will be made for those students with prescriptions for epinephrine injection (Epipens), albuterol inhalers (ProAir, Ventolin), glucagon, and insulin. Students who require these medications and self-medicate, must have an order from the prescribing provider which indicates that the student is able to self-medicate.

A Medication Authorization Form must be completed by the prescribing health care provider and the parent or guardian in order for a medication to be given by the School nurse. All medication must be brought to the Health Room by the parent or guardian in a pharmacy labeled container. Medication delivered in an envelope or baggie or otherwise improperly labeled container will not be accepted or administered. For short-term prescription medication, such as an antibiotic, the original prescription container with the prescription label affixed may serve as the medication order. In such an instance, a note from the parent or guardian/guardian giving consent for the School nurse or her designee to administer the medication must accompany the container.

The parent or guardian and the student retain primary responsibility for managing the student's medical care, for cooperating with the School in the administration of the medication and for communicating any changes or special instructions to the School. The School does not assume responsibility regarding medication of students who self-medicate or a student for whom the necessary forms have not been submitted.

Procedure for Handling Non-Prescription Medication

All non-prescription (over-the-counter, herbal or natural remedies) medications available to students through the Greensboro Day School Health Room will be administered only with written parent or guardian consent and health care provider authorization. A Medication Authorization form must be completed annually by both the parent or guardian and health care provider. Non-prescription medication shall be administered only “as needed” and given only when the student does not have a fever. The date and time, along with the name of such medication and the reason it was given, will be recorded in the student’s Health Room record. No student will be allowed to self-medicate with nonprescription medication.
It is the Responsibility of the Parent or Guardian:

- To ensure that the School nurse is aware of all medical issues pertaining to the student, to provide all emergency information, and to supply all required medication and supplies for treatment when appropriate. The School nurse will document this information in the student’s health record.

- To provide the School with the student’s medication in the pharmacy labeled container. The container label should include the student’s name, the name of the medication, the unit dosage to be given, how the medication is to be administered, prescribing physician, and expiration date of the medication.

- To provide updated forms and new containers with appropriate labeling when medication changes are made, and to remove the medication from the School when it is discontinued.

- To keep track of the expiration date of their child’s medication and replace all medication prior to the expiration date.

It is the Responsibility of the School Nurse:

- To maintain the prescribed medications in a secure location.

- To see that one or more persons are designated and trained for the security and/or administration of all medication.

- To maintain records of the administration of the prescribed medication for each student as directed. The date, time, dose, and name of medication will be documented in each student’s Health Room record each time the prescribed medication is administered.

- To serve as the primary resource for teachers regarding information about medications and student safety. The School nurse may contact the prescribing provider for further instructions, as she or he deems necessary in her or his judgement.

Non-Compliance with Medication Administration Guidelines:

Students and their families are expected to comply with the above guidelines for the safety of their child and all Greensboro Day School students. When a student demonstrates an inability to follow the medication plan, the School nurse will meet with the student and their parent or guardian/guardian to determine if there is a need to re-educate or adjust the plan. Following this meeting the appropriate administrator will be advised of any changes to the plan of care.

Confidentiality

The School Nurse may share information related to the health of students with appropriate School personnel, as deemed necessary for the student’s health and safety. Information pertaining to student health will remain confidential.