

**BOARD OF TRUSTEES
CARSON CITY SCHOOL DISTRICT**

**REGULATION No. 511
STUDENTS**

MEDICATION

The following protocol will be adhered to by RN's, LPN's, EMT's or other school personnel who are retained and designated by the school nurse to assist students with their medication, regardless of whether the student is elementary, middle or high school level.

1. The Student Health Office will oversee and be responsible for monitoring the safe management of medication in the health office. The designated personnel staff will contact Student Health Office for any changes in medication, (new medication, medication dose changes or discontinuation of medication) prior to administration of medication. There can be no deviation from the written order without prior consultation with Student Health Office.
2. Yearly, the Student Health Office will ensure that the RN's, LPN's, EMT's and designated backup personnel are trained to the policies and procedures stated in the Nevada School Nurse Regulation and Advisory Opinion.
3. The Student Health Office will document evidence of this training yearly in their competency folders. The Student Health Office will inform students and their parents/guardians receiving medications of the health office rules and expectations.
4. Once the student's medication and the completed CCSD Medication Log to be given at School: Signed Approval form NF-11 (Medication Consent Form) has been received, the clinical aide is to fill out a separate Medication Log Sheet Form NF-36 (Medication Log) for each medication. Each of these forms is to be reviewed and signed by the school RN. If a medication is given more than once during the school day, there must be a separate Medication Log sheet completed for each time. In addition, students who take more than one type of medication at school must have a separate Medication Consent form and Medication Log for each medication.
5. The student's parent or guardian is responsible for providing all medications and equipment for the student. At no time can student's medication or equipment be used by any other student.
6. Telephone orders from a physician's office are acceptable, but only the school RN can obtain telephone orders, by signing off on the telephone order with the RN's name.
7. The student's medication will not be given if either, the parent, guardian or physician

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- discontinues the medication. The Student Health Office will notify the physician any time a student's medication is discontinued by the parent or guardian. In this case a new Medication Consent Form is required to restart the medication.
8. Each student's medication must be placed in a separate container with the correct direction affixed to the outside of the container (prescription bottle or over the counter container.) All medication is to be kept in a locked cabinet, drawer or safe. At no time should medications be left on the desk or counter top.
 9. The school district has a responsibility to make every reasonable attempt to ensure that each student receives his/her medication, if appropriately requested and ordered by the physician. If a child does not present to the Student Health Office for his/her medication at the requested time, he/she is to be called, with discretion, from his/her class to report to the office.
 10. There must be a known backup in place for assisting students with medications, should the RN, LPN or EMT are absent.
 11. At the end of the school year or when a medication has been discontinued, the parent/guardian is to be notified to pick up the medication. If the medication has not been picked up within three days, it will be destroyed appropriately at the discretion of the RN. Oral medication may be flushed down the toilet.
 12. Once the medication has been discontinued, completed, or at the end of the school year, the Medication Consent Form is to be stapled to the Medication Log and filed in the student's file.

Adopted: April 15, 1981

Revised: December 1, 1983

December 26, 2007

October 9, 2012 - Title Change