

UME Preparatory Academy
Medication Administration Policy
Updated: 08/08/12

Legal requirements:

1. Texas law permits a public school to administer medication prescribed by a physician/licensed prescriber to a child on behalf of the parent or legal guardian under certain limited circumstances with an appropriate written authorization. The only medication that may be given at school is that which is necessary to enable the student to remain in school. If possible, all medication should be given outside of school hours.
2. Student information on any document that contains or requests "protected health information" within the meaning of the Health Insurance Portability and Accountability Act of 1996 ("HIPAA") is considered confidential and may not be shared outside of personnel designated by administration as "need-to-know". Federal and Texas law and school policy prohibit, and require utilization of appropriate safeguards against, wrongful use, access or disclosure of protected health information, other than as allowed by applicable Federal and state law and school policy. Wrongful access, use, or disclosure of this information may expose violators to civil and criminal liability under Federal and/or State law, discipline by the school, or both.

Conditions for school administration:

1. Medications must be in original, properly labeled containers. The pharmacy can supply two (2) labeled bottles for this purpose. Medications sent in baggies or unlabeled containers will not be given.
2. Medications will not be given without a specific written request signed by at least one parent or legal guardian and physician/licensed prescriber. This request should be made on the appropriate form supplied by the school or on a form supplied by your physician.
3. Medications may be given by a staff member designated by administration and trained by a licensed medical professional.
4. All medications must be kept in the school's office in a locked cabinet except for students whose licensed prescriber has submitted a Self-Administration by Student authorization that complies with Texas law.
5. Medications must be delivered to and picked up from the school by a Parent/Legal Guardian or adult authorized by Parent/Legal Guardian. This includes refills and any leftover medication that needs to be returned home.
6. Herbal medications, dietary supplements and other nutritional aids not approved as medication by the FDA may not be administered at school.

Administration procedures:

1. Administration will delegate medication administration responsibility to staff members as needed.
2. Administration will ensure staffing availability to meet medication administration needs during school hours.
3. A licensed medical professional will train each staff member on medication administration using an approved check off form and will be available to consult with personnel throughout the school year as needed.
4. The staff member receiving the medication from the parent will complete the Dosing Log with the parent before accepting the medication. A log is needed for each medication to be given.
5. Each time a medication is given it will be recorded on the dosing log by the staff member giving the medication.
6. When medication supply is running low, staff member will contact parent for refill.

Changes to policy and refusals:

1. The school reserves the right to refuse medication administration if the above conditions have not been met.
2. The school may make changes to the policy and any related documents at any time in order to comply with Federal and Texas law and/or to better meet the needs and safety of the students as is deemed necessary.

Related documents and purpose:

1. **Medication Administration Form:** This form is to be completed by the Parent/Legal Guardian and/or Physician/Licensed Medical Prescriber to authorize the school to administer medication, instruct on how and when to give the medication, and to agree to school policy and state law regarding medication administration in the public school setting. It includes the school policy as well as state and federal regulations. A student may not be administered any medication unless this form is completed for each medication to be given during school hours by school personnel.
2. **Medication Administration Information (letter to parents):** This letter provides information to the parent on what is required before a student may be given medication at school.
3. **Medication Administration Check-off Form:** This form will be used to train unlicensed staff members as delegated by administration to give medication in accordance with medical and legal guidelines. This form must be kept in the staff member's personnel file and updated annually.
4. **Medication Administration reference sheet:** This document will be provided to all trained personnel to reference proper medication administration as needed.
5. **Medication Administration Dosing Log:** This document will be completed by staff and parents to track the quantity and type of incoming medication and be filled out each time a dose is given during school hours. This document will be kept in a confidential location near the medication. At the end of the administration duration or end of school year, whichever comes first, the log will be kept in the student file. A new log must be created each time there is a new medication, dosage, time change, or new school year.