

HCPSS SCHOOL HEALTH SERVICES

39513035

Medication Form/Physician's Order (To Be Completed by Physician/Authorized Health Care Provider)

Student Name: _____ Gender: M F Date of Birth: _____ Grade: _____ Date of Order: _____

School: _____ Reason for Medication: _____ Order Expires End of School Year or (date): _____ (Check if appropriate):

Name of Medication: _____ Route: _____ Dose: _____ Strength: _____

Time to Give Medication: _____ Possible Side Effects: _____ Frequency of Medication: _____ Date Med. Expires: _____

Special Instructions _____ Allergies: _____

Student may carry and self administer medication for asthma or other airway constricting conditions MD Initials

PRINTED PHYSICIAN/PREScriBER NAME AND SIGNATURE _____ PARENT/GUARDIAN SIGNATURE _____

Medication Administration Record (For School Use Only)

	Nurse Reviewed:		Dates Reviewed:																																	
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31					
August																																				
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November																																				
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March																																				
April																																				
May																																				
June																																				
July																																				

Name/Position _____ Initials _____ Name/Position _____ Initials _____

CODES: Chart reason (See H.S. Manual)
 X: School Closed FT: Field trip
 A: Absent R: Refused
 N: None Available O: Omitted
 NS: No Show to HR H: Dose Held
 D/C: Med. Discontinued
 L/E Late Arrival/Early Dismissal

Nursing assessment has been completed for student self-administration
 Student may / may not self administer (Circle One) RN Signature _____ Date _____
 HCPSS/DSFCS/OSS/Health Services/Medication Order Form /paaf/7/05

MEDICATION PROCEDURE INFORMATION

School system requirement for medication administration must be followed in order for students to take medication during school hours and school sponsored events.

1. Parents must provide a written authorization for any medicine to be administered. This includes over-the-counter medicine (including medicated cough drops), homeopathic medicine, and prescription medicine.
2. **The first dose of any new prescription must be given at home.**
3. The parent/guardian is responsible for obtaining a written the medication order. The attached medication form/physician's order is preferred. An authorized prescriber (physician, dentist, physician's assistant, nurse practitioner) may use office stationary or a prescription pad instead of completing the attached form. The authorized health care provider must sign the order form. Necessary information includes:

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|---|--|--|
| <ul style="list-style-type: none"> • Name of student • Date of medication order • Name of medication • Dosage and strength of medication • Route of administration | <ul style="list-style-type: none"> • Date order expires (Check box if order valid for summer school.) • Time and frequency of medication • Diagnosis (Reason for administration of medication.) | <ul style="list-style-type: none"> • Authorized health care provider signature • Special instructions (including whether or not medication may be self-administered or carried by the student) |
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Note: PRN medications should have the frequency of repeat doses clearly indicated on the order.

4. Occasionally students may need to self-administer/carry medication such as inhalers or emergency medication. A written medication order, signed by an authorized health care provider, that specifically states that the student may self-administer/carry medication, must be on file in the health room for any student who carries medication throughout the school day.
5. **A new medication order is required for each new school year dated on or after July 1.**
6. The medication should be delivered to the school by the parent/guardian or, under special circumstances, an adult designated by the parent. Students should not transport medication to or from school.
7. All medication must be properly labeled and consistent with the medication order. Pharmacy containers and labeling are preferred; *a second labeled container can be obtained by asking the pharmacist*. Parents should label over-the-counter medication. Physician samples must be appropriately labeled by the physician or parent/guardian. The following information must be on the label:

<ul style="list-style-type: none"> • Name of the student • Date of the medication order 	<ul style="list-style-type: none"> • Name of the Medication • Route, time, and frequency of the medication 	<ul style="list-style-type: none"> • Dosage and strength of the medication • Authorized health care provider name
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8. The school nurse must approve the medication order before the first does of medication can be administered at school.
9. The parent/guardian is responsible for submitting a new medication order form to the school each time there is a change of dose or time of administration or route of administration.
10. The parent must provide medication for as long as it is prescribed. All medication kept in the school will be stored in a locked area accessible only to authorized personnel.
11. Within one week after expiration of the effective date on physician's order, the parent/guardian must personally collect any unused portion of the medication. Medication not claimed within that period will be destroyed.
12. Expired medication cannot be given. The effective expiration date of a medication is the earlier of either the pharmacy labeled expiration date or the manufacturers expiration date.
13. Each student's confidentiality will be maintained to the extent possible by school staff. At times, school personnel outside of the health services program may need to be made aware by health services staff that a student is receiving medication in order to monitor effectiveness, side effects, adverse reactions, or in response to other legitimate school related issues or responsibilities. Information will be shared on a need-to-know basis only.
14. Under no circumstances may any school staff administer any medication outside the procedures outlined in the Health Services Medication Administration Procedure.
15. The Howard County Public School System does not assume responsibility for medication administered outside of the Health Services Medication Administration Procedure.