**Whenever a medication or OTC order is received for school administration:**

* The medication order **must be reviewed and entered in HM Prescriptions by the RN**. If an order must be given same day, and the RN is not on site, call the RN and FAX order for inputting to HM.
* All Rx pills must be inventoried in HM. (If you think parent may later question inventory, have parent sign statement with the number of pills brought in on each date.)
* Do not inventory liquid doses or inhalers.
* All administrations of medication must be documented immediately in HM

**IF Medication Error occurs:**

* If a dose is given more than ordered (i.e., overdose, duplicate dose)
  + Call Poison Control Immediately (1-800-222-1222)
  + Call Parents and report the overdose
  + Always advise parents to report the duplicated dose to their health provider & seek medical care
  + Write an incident report (See website MEDICATIONS AT SCHOOL, *Notification of Occurrence* HS 107)
  + Document error in HM – Use OV template “Error Med Admins” and Comments
    - What happened
    - Parent notified and medical referral made
    - Incident report completed
    - Reported to both School Site and Health Services Administrators
      * Email Student Name, ID# and School to HS Director *and*
      * Fax *Notification of Occurrence* to HS Department Secretary
* If a prescribed dose of medication is omitted:
  + Contact parent
  + Document in HM Prescriptions that the med was not administered and why
  + Write an incident report (See website MEDICATIONS AT SCHOOL, *Notification of Occurrence* HS 107)

**Unlicensed Assistive Personnel (UAP’s) must be trained by the RN for medication administration *before* giving any meds. Substitutes may not administer medication.**

Training must include:

* How to record the med admin in HM
* How to inventory medication (Rx pills) received from parent (UAL counts must be verified by 2 people)
* Necessity for immediate documentation of medication administration
* Requirement of reporting errors in or omission of medication administration
* Sign off on Staff Training Record (see website: Medications at School)

**The RN/LVN is expected to know:**

* The reason the medication was prescribed
* Precautions and possible side effects of the medication
* Symptoms of over dosage