

**POMONA UNIFIED
SCHOOL DISTRICT
HEALTH SERVICES & PROGRAMS
Procedure For Medication In Schools**

1. Inform parents of procedure for administering and storing medication.
(The parent handbook is an effective vehicle.)
2. All medication, except that which is to be refrigerated, **MUST** be kept at school in a locked box or cupboard. Refrigerated medicines must be stored in the health office refrigerator.
3. All medication to be dispensed at school **MUST** be in the original prescription container, clearly labeled with the following information:
 - Student's name
 - Name of prescribing physician
 - Name of dispensing pharmacy
 - Name of medication (generic or brand)
 - Dosage
 - Frequency of administration
 - Duration of administration
 - Expiration date, if any
4. All medication **MUST** be accompanied by the "Medication Required During School Hours" form.
5. All medication **MUST** be documented as to date, time and person dispensing on the medication record log.
6. All medication given at school **MUST** be administered carefully, preferably by the same person each day.
7. Check medication three times:
 - a. Check bottle against list of students receiving; make certain name and dosage of medicine agrees with listed drug.
 - b. Check with student: "Tell me your name." Make certain student takes medicine in presence of person dispensing.
 - c. Check bottle against medication log when recording that medication has been given.
8. Be aware of any considerations as to food and drink with medication. Is it to be given before, after, or with meals? Are certain foods to be avoided, such as milk? Check prescription bottle for labels.
9. Notify nurse if student refuses to take medication, or, in the case of liquid medicine, to take full dosage. Document on medication log.
10. Develop a plan to ensure that all medications are provided to students per doctor's orders. **(Every day and on time)**.
11. Document, medication given to student, immediately after dispensing.

SECTION 3