

**PROTOCOL FOR ADMINISTRATION OF
NON-PRESCRIPTION MEDICATION
(SEVEN THROUGH TWELVE)**

Rationale

In an effort to enhance student learning, school nurses strive to increase student attendance and reduce early dismissals by alleviating minor health complaints that interfere with student performance. The school nurse or other designated school personnel may implement the appropriate response to a student's health needs, as in administration of medication from an approved list of discretionary medications.

Procedure

At the beginning of each school year, the school nurse will distribute parent permission forms (Authorization for Administration of Non-Prescription Medication) for approved discretionary medications to all students. Parents will indicate which medication they would want to have available to their child and return the Authorization to the school nurse. A new Authorization for Administration of Non-Prescription Medication consent form is required each year.

When a student presents with a health problem and the nurse determines that medication is indicated, only those medications included in the protocol may be given. Parental permission must be on file. In the absence of written parent permission, the school nurse may obtain a one-time verbal parental consent. An Authorization form will be sent home for completion. Nurses may not make medication substitutions.

The nurse will document all administration of discretionary medication on a Student Health Room Visit Report. At the discretion of the school nurse, the parent/legal guardian will be notified that an approved discretionary medication has been administered to a student using the Health Room Visit – Parent/Legal Guardian Report form or verbally by telephone.

The school nurse will maintain a report of all approved discretionary medications dispensed. Annual totals will be submitted for inventory purposes.

Approved discretionary medications are intended for occasional use only. Students with chronic health problems requiring frequent use of the discretionary medications must submit a written physician order and provide their own medication supply, consistent with the policy for other physician-ordered medications.

Students of legal age, 18 years of age and older, may sign their own consent for administration of discretionary medications.

The protocol may be implemented by a Registered Nurse or designee in accordance with provisions of Wyo. Stat. § 33-21-154. The school nurse is responsible for orienting any other designated individuals to this protocol. If the orientation has not taken place, the school nurse is the only authorized individual to administer medication.

Adopted: 04/15/91

Revised: 03/19/97 04/15/02