



Medication Management Procedures

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STRATEGIC PLAN | 21-25

Our mission is to:

empower an inclusive,
diverse community of
learners to innovate and
thrive as global citizens



OUR GOALS & STRATEGIES

This presentation falls under the:

1. Student Achievement Goal
2. Family & Community Goal
3. Learning Environment Goal: Cultivates a healthy climate and culture that creates conditions and supports to meet the needs of all learners
4. High-Quality Staff Goal
5. Stewardship of Resources Goal





Medication Management Procedures

This presentation will cover:

- Parent/Guardian Role
- Registered Nurse Role
- Student Role
- School Administrator Role

Medication Management Procedures



Our Process

Our team reviewed the guidance documents from the Illinois School Code, the Illinois State Board of Education, the Illinois Department of Public Health (IDPH), the National Association of School Nurses (NASN), the Illinois Association of School Nurses (IASN), the Nurse Practice Act, the American Academy of Pediatrics Safe Administration of Medication in School: Policy Statement, and our Arlington Heights School District 25 policies to update the our medication management procedures.

The updates are intended to provide additional safeguards to protect the integrity of our school-based medication management for the safety and well-being of our school community.



Staffing

- Registered Nurse in every Health Office
- 1:1 Registered Nurse for individual health needs
- Three full time Certified School Nurses supporting the team
- Three Floater Registered Nurses to provide additional support
- Substitute Registered Nurses that participate in AHSD25 training

UPDATE

UPDATE

Types of Medication

NEW



Over the Counter Medication: medications that do not require a prescription to purchase and are used to provide symptomatic improvement, which may help enable learning and decrease disruption in the classroom. Examples include pain reliever (e.g. acetaminophen, ibuprofen), allergy relief (e.g. benadryl, zyrtec), cough drops.

Emergency Medication: prescription medications used to avert an urgent or life-threatening health event such as a seizure or allergic reaction. Examples include epinephrine and albuterol.

Controlled Medications: prescription medications that are included in the Controlled Substances Act. Examples include Ritalin, Adderall, Focalin.

Medication Records



UPDATE

Medication Administration Record (MAR)

is a documentation form that includes:

- student identifying information: name, photo when available, school, grade
- medication information: name, dose/route/time prescribed
- documentation of administration and medication counts
- notations for missed dosage and medication checks
- identification of any authorized personnel that accessed/verified the medication



Medication Administration Record

2024-25

Student:

School/Teacher:

Grade:

Medication:

Dose/Route/Time:

Date:	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
Aug	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X			X
	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X			X
Sept	X	X					X	X						X	X						X	X						X	X		X
	X	X					X	X						X	X						X	X						X	X		X
Oct			X		X	X						X	X						X	X						X	X				
			X		X	X						X	X						X	X						X	X				
Nov		X	X	X	X				X	X					X	X							X	X	X	X	X	X	X	X	X
		X	X	X	X				X	X					X	X							X	X	X	X	X	X	X	X	X
Dec	X						X	X						X	X						X	X	X	X	X	X	X	X	X	X	X
	X						X	X						X	X						X	X	X	X	X	X	X	X	X	X	X
Jan	X	X	X	X	X	X					X	X						X	X	X					X	X					
	X	X	X	X	X	X					X	X						X	X	X					X	X					
Feb	X	X						X	X					X	X	X						X	X						X	X	X
	X	X						X	X					X	X	X						X	X						X	X	X
March	X	X						X	X					X	X							X	X	X	X	X	X	X	X	X	X
	X	X						X	X					X	X							X	X	X	X	X	X	X	X	X	X
April					X	X						X	X					X	X	X	X					X	X				X
					X	X						X	X					X	X	X	X					X	X				X
May			X	X						X	X						X	X							X	X	X				X
			X	X						X	X						X	X							X	X	X				X
June							X	X						X	X						X	X						X	X		X
							X	X						X	X						X	X						X	X		X

Name - printed

Initials

Name - printed

Initials

Student Photo:



Medication Administration Record

2024-25

Student:

School:

Grade:

CODES:

X: Non School Day
A: Absent
W: Dose Withheld
F: Field Trip

Date

NOTES (e.g. reason for missed dose, field trip, med check count)

Initials

Initials

Initials

MEDICATION RECEIVED:

Date
Count
Parent
RN
Witness

MEDICATION DISCONTINUED/RETURNED and END OF YEAR

Date
Count Remaining
Notes (e.g. parent pick up, properly disposed/witness)
Parent
RN
Witness



PARENT / GUARDIAN

Roles and Responsibilities in
Medication Management



Sharing Student Health Information

Avenues to share health information

UPDATE

- During the registration process, parents update health information and emergency contact information.
- Connection with their school Registered Nurse to provide updated medical documentation of child's medical diagnoses and include any medication requirements during school hours or activities



Providing Medication to School

All medication

- must be presented by the parent/guardian ONLY to the Registered Nurse during school hours
- must be accompanied by a completed Authorization of Administration of Medication form
- may include a Self-Carry and Self-Administration Permission Form if applicable





Providing Over the Counter Medications

Over the Counter Medication Requirements

NEW

- New, sealed, original manufacturer packaging
- Must match medical provider's orders on Authorization of Administration of Medication
- Labeled with student's name
- Non-expired medications only



Providing Prescription Medications

Prescription Emergency and Controlled Substance Medication Requirements

- original prescription container with matching Authorization of Administration of Medication
- prescription label must include student's name, medication details, and prescriber's name
- maximum 30-day supply
- provided in correct dosage/format, such as ½ tablets

**NEW****NEW**



Providing Controlled Medications

Additional Controlled Substance Requirements

NEW

- Controlled medication must be verified by Parent/Guardian, Registered Nurse and a witness of a School Administrator or second Registered Nurse
- Verification includes:

NEW

- accurate medication physician order
- accurate medication matching description on prescription bottle or accompanying pharmacist paperwork describing the medication
- accurate count
- documentation on Medication Administration Record signed by all parties



Medication Descriptions Required

Prescription Label or Pharmacy insert pages

Pharmacy contact information

Prescription identification

Total number of tablets dispensed

The number of refills remaining on this prescription

PRSCBR: Doctor who prescribed the medication

Date Filled: When the pharmacy filled the prescription

RPH: A registered pharmacist who filled the medication

MFR: Pharmaceutical manufacturer of the medication

Dosing schedule as prescribed

Your name and address

Medication name and strength

Auxiliary warning labels

Physical description

Dosage of medication

Required federal caution statement

Bar code pharmacists use to look up medication

PHARMACY
123 Main Street, #0000
City, USA 00000
TEL 555-555-5555

RX 105004
QTY: 60
REFILLS: 2 by MM/DD/YYYY

PRSCBR: J Smith
DATE FILLED: MM/DD/YYYY
RPH: S. Williams
MFR: ABC Manufacturer

This is a WHITE, OVAL-SHAPED tablet imprinted with 55 on the front and 46 on the back.

METFORMIN HCL 500MG

MORNING 1 TABLET

MIDDAY

EVENING 1 TABLET

BEDTIME

Patient Name
123 West Street, City, USA 00000

METFORMIN HCL 500 MG TABLET


Generic equivalent of: Glucophage

Take 1 tablet orally 2 times a day

Important information

- Talk to your Dr. about the safe use of alcohol while taking this drug.
- Severe vomiting or diarrhea may cause dehydration if these occur call MD.
- Drug may cause lactic acidosis. If symptoms develop, seek medical help.

CAUTION Federal law prohibits the transfer of this drug to any person other than the patient for whom it was prescribed.

Generic name	LISINAPRIL + HYDROCHLOROTHIAZIDE [HCTZ]
Brand name	Prinidze®, Zestoretic®
Purpose	This medicine helps lower blood pressure. It takes away extra water and salt in your body. Lisinopril is also called an ACE inhibitor and HCTZ is a diuretic (water pill).
Benefit	Treating high blood pressure can help prevent stroke, heart attack, heart failure, and kidney disease. This medicine can also reduce swelling, help protect the kidneys in people who have diabetes, and treat heart failure.
How to take	<ul style="list-style-type: none"> Take this medicine by mouth as directed. Try to take it the same time each day. This medicine can be taken with or without food. If you miss a dose, take the missed dose as soon as you remember it. However, if it is almost time for the next dose, skip the missed dose and continue your regular dosing schedule. Do not take a double dose to make up for a missed one.
For how long	Refill and keep taking this medicine until your doctor tells you to stop.
Important!	<p> Do NOT use this medication if you are pregnant, may become pregnant, or are breastfeeding.</p> <p>Do NOT use this medication if:</p> <ul style="list-style-type: none"> you are allergic to hydrochlorothiazide (HCTZ) or another thiazide diuretic you are allergic to lisinopril (Prinidze, Zestoretic), or another ACE inhibitor



Medication Changes



Medication Changes include ANY change to a current medication or adding a new medication.

Requirements include:

- submission of a new Authorization of Administration of Medication
- follow the provision of medication guidelines with new prescription bottle



Parent Requests

Parents can submit a written request to review or receive a copy of student records at any time

Parents can request verification of medication at any time

NEW

- Verification by Parent/Guardian, Registered Nurse, and a witness of a School Administrator or second Registered Nurse



Parent Administration of Medication

A parent/guardian can administer medication to their child during the school day on school property.

Parent/guardian must notify the Registered Nurse or School Administrator to ensure an appropriate, private location can be provided on the day/time requested.



Parental/guardian administration of medication is not documented by the school team if medication is brought from home. If medication is taken from the school supply, then the Registered Nurse will document on the MAR.



REGISTERED NURSE

Role and Responsibilities in Medication Management



Review Student Health Information

Registered Nurses provide assessment and planning of health care for students to facilitate access to the learning environment.

A Registered Nurse will review all student health information provided by parent/guardian and medical providers

- assess and plan health care for students
- review all student health information
- create and disseminate care plans



Receiving Medication from Parents

All medication is ONLY accepted from the Parent/Guardian to the Registered Nurse and must include:

NEW

- a review of the Authorization of Administration of Medication form
- verification that medication matches medical provider's orders
- consultation with prescribing medical providers if necessary for clarification



Receiving Over the Counter Medication

Receiving Over the Counter medication includes:

- documentation of receipt in PowerSchool
- creation of a health bag labeled with student information that includes the medication, copy of authorization and health care plan, if applicable
- medication remains sealed until required for administration
- administration is documented on Medication Administration Record
- stored in a locked cabinet in the health office

UPDATE



Receiving Prescription Emergency Medication

Receiving Emergency medication includes:

- documentation of receipt in PowerSchool
- creation of a health bag labeled with student information that includes the medication, copy of authorization and health care plan, if applicable
- medication remains sealed until required for administration
- administration is documented on Medication Administration Record
- stored in a secure and unlocked location in the health office that is accessible to all school personnel during school hours

UPDATE



Receiving Controlled Substance Medications

Receiving Controlled Substance medication includes:

NEW

- verification and counted by Parent/Guardian, Registered Nurse and witness
- creation of a Medication Administration Record (MAR) with accompanying Authorization of Administration of Medication, copy of medication description and health care plan, if applicable

NEW

- receipt and verification documented on the MAR
- medication will remain in its prescription bottle and a new bottle required for any medication change
- stored in health office in a locked medication box in a locked cabinet accessible to Registered Nurse, Certified School Nurse and School Administrator

NEW



Medication Administration

Only a Registered Nurse, School Administrator or an individual with appropriate training that has been delegated by the Registered Nurse may administer medications.

Follow the Six Rights of Medication Administration

- Right Student
- Right Medication
- Right Dose
- Right Time
- Right Route
- Right Documentation

Documentation

- All medications are documented on a Medication Administration Record that includes the date, dosage, route, and name/initials of person administering the medication.
- If an over-the-counter or emergency medication is administered, the Registered Nurse will contact the parent/guardian



Medication Checks

Controlled Substance Medication Checks

DAILY

as a daily controlled medication is administered to the student, the Registered Nurse will complete a count of the remaining medication and document it on the MAR

WEEKLY

NEW

daily controlled medications will be checked weekly to verify amount, accurate medication, and appropriate documentation by the Registered Nurse accompanied by another Registered Nurse, Certified School Nurse, School Administrator or District Administrator. These medication checks will be documented on the MAR with date/time and signatures.

UPON REQUEST

NEW

parents/guardians may request to verify the medication, engage in a medication count and request a copy of health records at any time. The medication verification will be completed by the Parent/Guardian, Registered Nurse and a witness of a second Registered Nurse, Certified School Nurse, or School Administrator

Medication Check Discrepancy

NEW



If any discrepancy is noted during a **DAILY, WEEKLY** or **UPON REQUEST** medication check, the Registered Nurse will immediately contact the School Administrator and Certified School Nurse.

1. The School Administrator will immediately initiate an investigation
2. The School Administrator will contact parent/guardian by the end of the school day regarding the discrepancy, follow up with progress updates and share the outcome of investigation
3. The investigation will be documented on the AHSD25 Incident Report Form and if controlled substance medication is missing, the School Administrator will notify the Arlington Heights Police Department

Medication Errors

A grey button with a white border and a white arrow pointing to the left, containing the word "UPDATE" in blue capital letters.

If a medication is given in error (i.e. incorrect dose/time/medication), the Registered Nurse will:

- assess the student for untoward side effects
- immediately notify the Parent/Guardian, School Administrator and Certified School Nurse
- if clinically necessary, call 911 for emergency support
- if clinically necessary, contact Poison Control
- if clinically necessary, contact the primary care provider
- complete documentation on MAR and Powerschool
- follow DHS reporting instructions on the Department of Human Services (DHS) Medication Incident Form which includes a review and signature of the School Administrator and/or Certified School Nurse. The incident form findings will be reported to the Assistant Superintendent of Student Services and parents/guardian within 24 hours of form completion



Unexpected Situations

Medication Refusal

If the student refuses to take the prescribed medication, the Registered Nurse will:

- Encourage the student to take the medication without coercion
- Document on the MAR
- Contact the School Administrator, Certified School Nurse and parent/guardian

UPDATE

UPDATE

Medication Regurgitation

If the student vomits or spits out the medication, the Registered Nurse will:

- NOT repeat the medication dose
- Evaluate the student for illness
- Document on the MAR and Powerschool
- Contact the parent sharing the time of vomiting and student health status

Medication Waste

If the medication dose is unable to be provided due to accidental situation (e.g. dropped, got wet), the Registered Nurse will:

- Provide a new dose if available
- Immediately notify the School Administrator and Certified School Nurse regarding the situation and request a witness for the proper disposal of the medication
 - Witnesses must be a second Registered Nurse, Certified School Nurse, or School Administrator
- Document on MAR with witness
- School Administrator will complete an investigation and report findings via telephone and in writing to the parent/guardian by the end of the school day

UPDATE



Medication Disposal

The Registered Nurse will provide parent/guardian notification of retrieving medication.

Over the Counter Medication and Emergency Medication

Parent/guardian may notify the Registered Nurse in writing (email is acceptable) the delegation of responsibility to another adult to retrieve the medication. The notification must include the name of the student, name of the medication and name of the adult retrieving the medication.

NEW

Controlled Medications

Only the parent/guardian can retrieve controlled medications. The parent/guardian, Registered Nurse and witness will perform a medication count and document it on the MAR.

If the parent/guardian or designee does not pick up the medication by student dismissal time on the last day of school session, then the Registered Nurse will document disposal of the medication(s) with a witness.

AHSD25 Administration will properly dispose of all medications and supplies in accordance with Food and Drug Administration Safe Disposal of Medications guidance at the Arlington Heights Police Department.



Field Trips & Medication

Student specific health bags will be created by Registered Nurse that contains the medication, copy of the Authorization of Administration of Medication and health care plan, if applicable

- If controlled medication is required, a locked bag will contain the dosage placed in a prescription bottle with copy of label and Authorization of Administration of Medication

NEW

Registered Nurse will delegate medication administration to the Teacher to carry and administer the medication. Students will be assigned to the teacher group or their own parent/guardian that has volunteered to attend

If any medication is administered on the field trip, it will be documented on the MAR

All medications must be returned directly to the Registered Nurse who will complete a medication check to verify amount, accurate medication, and appropriate documentation for every medication upon return.

UPDATE



Health Office Safety

Safety and integrity of our health office spaces is important to maintain confidentiality and to support the health of our students and staff

- Registered Nurses and School Administrator must have knowledge of and access to all storage units where medication is kept
- Educational team members will access the health office when medically necessary for themselves, to accompany a student, garner emergency medications/supplies, or confidentially discuss student health concerns
- Medications will only be held for students with accompanying Authorization of Administration of Medication
- If the Registered Nurse leaves the office unattended (e.g. address student need), the hallway door will be locked with a sign directing all staff and students to access the health office through the main office checking in with the Administrative Assistant who will contact the School Administrator or Registered Nurse

UPDATE

NEW



STUDENT

Role and Responsibilities in Medication Management



Medication Administration

Students are expected to engage in the 'Six Rights' of safe medication administration

response expectations will be modified for age and developmental abilities

- Right Student by identifying themselves and verify their name
- Right Medication by identifying the medication
- Right dose by identifying how much of the medication they take
- Right route by identifying how they take the medication
- Right time by identifying when they are supposed to take their medication
- Right documentation by observing the RN write on the MAR



SCHOOL ADMINISTRATOR

Role and Responsibilities in
Medication Management



School Administrator Role

School Administrators are responsible for the supervision of the implementation of the medication management procedures.

- Act as witness for controlled medication verification **NEW**
- Complete proper documentation
- Immediately initiate an investigation if medication discrepancies are noted during medication checks **NEW**
 - Contact parents/guardians regarding any investigations
 - Review DHS Medication Incident Forms
- Knowledgeable of and have access to all storage units where medication is kept
- Act as a witness for medication waste incidents **NEW**
- Act as a witness for medication disposal procedures **NEW**
- Implement process to provide health office safety



QUESTIONS?

The updates in this presentation are intended to provide additional safeguards to protect the integrity of our school-based medication management for the safety and well-being of our school community.