



Medication Management Procedures

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August 2025



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





This presentation will cover:

Medication Management Procedure updates for the 2025-26 school year

Medication Management Procedures



Overview

In August 2024, we shared our medication management procedures that were based on a thorough review of multiple guidance documents.

During the 2024-25 school year, we implemented our procedures and gathered feedback from our District 25 Nurses, students and families. Based on this feedback and a continual review of guidance documents, we are sharing updates to our Medication Management Procedures for the 2025-26 school year.

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.

Overview of Continued Procedures



Defined roles for each constituent:

- Parent/Guardian
- Registered Nurse
- Student
- School and District Administration

Procedures based on medication type:

- Over the Counter Medication
- Emergency Medication
- Controlled Medications

Defined procedures for:

- Receipt of Medication
- Administration of Medication
- Documentation of Medication
- Unexpected situations
- Field Trips
- Disposal of Medication

district 25 HEALTH SERVICES



Our [Health Services webpage](#) is a resource for all families with information regarding health services and forms including those related to medication administration.

Overview of Procedure UPDATES



- Sharing Student Health Information
- Provision of Medication
- Documentation of Medication
- Medication Disposal

Sharing Student Health Information



UPDATE

- During the registration process, parents provide updated health information and emergency contact information. These health questions are updated annually.

NEW

- Parental Consent for Over-the-Counter Product Administration giving permission to the Registered Nurse to treat minor medical needs with the administration of over-the-counter products such as petroleum jelly-based products, salt, topical analgesic ointment, antiseptic wipes, skin lotion, sting relief pads (benzocaine and isopropyl alcohol), and lubricating eye drops in adherence to district policies.

Provision of Medication



- Medications must be presented by the parent/guardian ONLY to the Registered Nurse during school hours
- Parents/guardians should contact the Registered Nurse and Building Administrator if there are unforeseen difficulties with delivering medications. The school team will consider scheduling a mutually convenient appointment or offering the parent/guardian to complete a Release of Information form to designate an adult family member to bring the medication.

UPDATE

Provision of Prescription Medications



Prescription Emergency and Controlled Substance Medication

- Medications are presented in their original prescription container with label including student's name, medication details, and prescriber's name matching the Authorization of Administration of Medication.
- If changes to the medication format are required, then they must be completed **in-person** in the health office by the parent/guardian with the Registered Nurse as a witness. Examples:
 - prescription of 1/2 tablet must be cut by the parent in the health office
 - prescription of liquid controlled medication must be dosed out in medical syringes with tamper resistant seal by the parent in the health office

NEW

Documentation of Medication



Medication Administration Record (MAR) is a form used by all medical professionals to document the administration of medication. District 25 updates the form annually to reflect the new school year calendar and student information.

UPDATE

We added a page for our required weekly and upon request verification checks of controlled medications. These verification checks are performed by Registered Nurse accompanied by another Registered Nurse, School Administrator or District Administrator.

Documentation of Medication



Medication Administration Record

2025-26

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
Sept	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
Oct		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
Dec						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
Feb	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		
April			X	X	X						X	X					X	X							X	X					X
May		X	X						X	X						X	X					X	X	X	X					X	X
June						X	X						X	X						X	X						X	X			X

Name - printed	Initials	Name - printed	Initials	Student Photo:



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Medication Disposal



NEW

- **Mid-year disposal:** At the end of a medication course or if medications will no longer be given at school, the parents/guardians will be responsible for retrieving any unused medication within 30 days.

UPDATE

- **End-of-year disposal:**
 - **Registered Nurse** provides notice one week prior to the end of the school session with pick up and disposal procedures including the opportunity to make an appointment for medication pick up.
 - **Parents/guardians** must retrieve any unused medication by student dismissal on the last day of school session.

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.



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.