



Medication Administration Procedures

The requirements for medication administration during the school day and at any school sponsored events or field trips are based on Colorado State Law and the Colorado Nurse Practice Act. To protect the school and staff from liability and to ensure student safety, schools must provide for the safe administration of medication to students under strict guidelines.

We strongly recommend that all students stay home from school and rest when they are sick to avoid spreading illness to other students and staff and to shorten the length of time they are ill.

We recommend that medications be given before or after school whenever possible. Please consider that TID (three times a day) medications do not need to be given at school. Giving them before school, promptly after school, and at bedtime spaces the doses out more evenly throughout the day.

If a medication is absolutely essential during school it will be given only in accordance with Colorado State Law and Durango Montessori School's medication administration procedures. We have staff members that have completed a medication administration course. We have a contract with a Registered Nurse to delegate to these specific staff members that have been trained. All medications to be given at school are required to be monitored, locked, and accessible only by trained staff members.

Medication administration to students during the school day or at school sponsored events/field trips shall be done as follows:

1. The student's parent or legal guardian may come to the school or the school sponsored event and dispense the needed medication.

OR

2. One of our staff members that has been trained to administer medication and has been delegated to by our contracted RN may administer the medication **IF** the following requirements have been met:
 - a. An "Authorization to Administer Medication" form has been completed with physician's signature, parent's signature, and medication dispensing information/prescription. The doctor should include type of medication, the symptoms or illness being treated, the frequency of dosage (must be specific), and the time period for which the medication should be distributed. **This MUST be completed by a doctor with prescribing authority even if the medicine can be purchased over the counter.** ANY medicine to be given at school requires a doctor's signature. We cannot accept prescriptions or doctor's notes from chiropractors, naturalists, herbalists, or nutritionists. They do NOT have prescribing authority. We can accept signatures from licensed medical doctors, dentists, orthodontists, and nurse practitioners.
 - b. The student's Parent/guardian must provide all medication to be given in its **original packaging**. Prescription medication should be in original packaging from the pharmacy and should be labeled with student's name, date, physician's name, name of medication, dose(needs to be specific), and time to be given(needs to be specific)i.e. Should not say give every 4-6 hours, but should say EITHER every 4 hours or every 6 hours. All over the counter medication needs to be in its original manufacturer's labeled packaging.

- c. All medications must be FDA approved. We cannot dispense any medications that are not FDA approved or without a prescribing doctor's signature.
- d. The student's parent/guardian should bring any medication to be given directly to the school staff with the proper paperwork. Do NOT give medications to your child to keep in their backpacks or with them. Only students that qualify for self-carry authorization and have been approved to carry and self-administer may transport medications. Please see information below regarding self-carry medications.

Self-Carry Medications

A student with Asthma or life-threatening conditions may possess and self-administer medication to treat the student's asthma, anaphylaxis, diabetes, or other life-threatening condition. The student will need to have a treatment plan approved and be in compliance with the medication administration procedure in regards to proper prescriptions and paperwork.

In Summary

An "Authorization to Administer Medication at School" form (must be renewed yearly) will need to be completed and signed by your student's doctor and parent/guardian if your child needs to have medication at school.

A "Contract to Self-Carry Medications" form (must be renewed yearly) will need to be completed by your student, student's doctor, and parent/guardian if your student will need to carry his/her own inhaler/EPIPEN/ or insulin pump/blood glucose monitoring device.

If your student has a severe allergy, asthma, diabetes, epilepsy, or any other diagnosis which could possibly require some type of intervention while he/she is on school grounds then a "Care Plan" will be developed and will be on hand for staff members to reference when needed. Our health consultant will assist with getting the care plan in place. Your student's doctor will need to approve, complete, and sign the care plan.

Please plan to have medication ready to turn into the school at least 1 week before school starts if your student will require medication at school. You do not need to turn in medications that will be self-carried by the student. Please plan to have applicable medication administration forms and care plans turned into the school with your registration paperwork. The school has the right to deny medication use if required paperwork/medication is not turned in and/or not appropriately signed by a healthcare provider with prescriptive authority.

Thank you for promoting the safety of your child during school hours and at school sponsored events.