

MEDICATIONS SAFETY AND SECURITY

PURPOSE: To ensure the safekeeping, accessibility, documentation, handling, and storage of medications to maintain product integrity and to prevent loss, misidentification, or unauthorized use of medications.

STANDARD: The assigned nurse or nurse designee is responsible for storing and auditing all medications. Unlicensed Assistive Personnel (UAP) may access medications after having received training.

PROCEDURE:

- A. Maintain a secure area for all medications (a locked cabinet or drawer in the nurse's or nurse's designees' office). A key should be accessible by only limited people, such as those who give medications in the nurse's or nurse designee's (designated and trained UAP) absence.
- B. All prescription medications must be in an original pharmacy container appropriately labeled by a pharmacist or provider. The label should include the student's name, medication, dosage, route of administration, time(s) to be administered, and diagnosis or reason why medication is needed.
- C. All prescription medications provided, including controlled substances, must be counted upon arrival with the parent/guardian or another staff member. If medications are counted without a parent or guardian present, or if there is any discrepancy in the count, notify parents, Health Services Nurse, and School Administration immediately. Document the medication count on the medication count form (log) (and in the student electronic medical record EMR (if an option)). A confidential daily administration record will be done to ensure medications are given as ordered and noted if medications were not given; for example, if a student is absent, it is the weekend, or medication is unavailable.
- D. Audit documentation: The medication administration record should be reviewed monthly by the Health Services nurse or nurse designee to ensure that medication is being administered as ordered or requested and for efficacy. Count all prescription medications at least monthly and each day after having a substitute nurse or UAP providing medications to students. Record the audit/inventory on the medication log (and in the student EMR if an option). When a medication audit/inventory shows that prescription medication is missing, a verbal report must be made immediately to the Healthcare Services Nurse and the School Administrator. A written Incident Report must be completed and filed with the Healthcare Services Nurse and School Administrator.
- E. Refrigerated medications should be kept in a separate container that is lockable so that they are not in contact with food—for example, meds: Insulin, liquid antibiotics.
- F. All Over The Counter medications (OTC) must be in original containers with the child's name written or labeled on the container. For over-the-counter (OTC) medications require written parental permission. Limit the duration of OTC

medications administered at school. Use of OTC medications over an extended period warrants an authorized prescriber's oversight and authorization.

- G. Protect student health information confidentiality according to the Family Education Rights and Privacy Act (FERPA) and the Health Insurance Portability and Accountability Act (HIPAA).
- H. Train, delegate, and supervise appropriate unlicensed school staff members with the knowledge and skills to administer or assist with administering medications as assessed by the school nurse in compliance with Alaska Board of Nursing regulations.
- I. Permit responsible students to carry and self-administer emergency epinephrine and inhaler medications as outlined in AS 14.30.141 Self-administration and documentation of medication.
- J. encourage parents to provide life-saving medications in the health office for students who carry and self-administer emergency medications as a backup if the medication cannot be located when the student needs it.

KETCHIKAN GATEWAY BOROUGH SCHOOL DISTRICT

Adoption Date: 1/11/23