

**I. PURPOSE**

The purpose of this policy is to delineate the responsibilities of Athlos Academy with regard to the administration of medication to students.

**II. POLICY**

- A. In such cases, medication may be administered by the licensed school nurse, health services personnel, or employees whom the licensed school nurse has properly trained, in accordance with Minn. Stat. § 121A.22.
- B. At all times, two authorized personnel must administer the correct dosage and record the information on the *Authorization to Administer Medication* form.
- C. Parent/guardian(s) must provide written consent for the administration of medication at school:
  1. In the *Authorization to Administer Medication* form;
  2. Requesting that medication be administered during regular school hours to the student; and
  3. Including a signed notice by the student's physician prescribing the medication and providing documentation as to the method, amount, and time schedule for administration; and
    - a. A statement that administration of medication by school employees during periods when the student is under the control of the school is medically necessary.
- D. Medication may only be administered if the following conditions are satisfied:
  1. Prescription medications must be prescribed to the student as noted on the original label and will be administered as prescribed on the label.
  2. Medication must be labeled clearly and admitted through the front office first.
  3. Medication must be kept in the front office in a locked cabinet, and must be in the original bottle.

4. Administer the medication according to the “six rights”:
  - a. Right student;
  - b. Right time (within 30 minutes before and 30 minutes after the medication is scheduled unless otherwise specified);
  - c. Right medicine;
  - d. Right dose;
  - e. Right route; and
  - f. Right documentation.
5. Upon administration of the medication, two (2) school personnel must be present and sign off on the tracking portion of the *Authorization to Administer Medication* form.

E. Self-administration of medicine:

1. The *Self-Administration of Medication* form must be completed and signed by the student’s parent/guardian and the student’s physician.
2. If student is permitted to self-administer medicine, student may only carry one dose at a time, excepting for students who require asthma medication as specified in Minn. Stat. § 121A.221.
3. A physician’s note is required for self-administration of medication and is only valid for one year.

F. Athlos Academy and the employee who administers the medication, in compliance with the physician’s written prescription, are not liable, civilly or criminally, for:

1. Any adverse reaction suffered by the student as a result of taking the medication; and
2. Complying with the written authorization of the student’s parent/guardian(s) to discontinue the administration of medication.

G. Medical Waste

## 5303 Medication Administration

---

1. To ensure student and staff safety, medical waste listed in this policy must be properly disposed of in appropriate medical disposal containers.
2. Infectious Medical Waste: Infectious to other people; specifically, items that have been in contact with blood such as needles, blades, glass pipettes, gloves, gauze and other potentially harmful disposables from exam and treatment rooms.
  - a. Infectious medical waste will be disposed of immediately in the proper waste receptacles located in the school or the nurse's office.
3. Pharmaceutical Waste: Expired, unused and partially used pharmaceuticals.
  - a. Pharmaceutical waste that is unused or discontinued must be picked up by a guardian or properly disposed of within 2 weeks after the last administered dose.
  - b. Remaining pharmaceutical waste, including over the counter drugs and prescriptions, will be properly disposed of at the end of each school year.
  - c. Any documentation related to the prescriptions will also be disposed of.
  - d. The school nurse or designee will carefully separate, document, and package pharmaceutical waste. The school nurse will then determine whether the sorted drugs require simple disposal or full incineration and dispose of appropriately.

### Revision History:

03/25/19

### Legal References:

[Minn. Stat. §§ 121A.22-121A.221](#)

### Related Documents:

[Authorization to Administer Medication Form](#)  
[Self-Administration of Medication Form](#)