Medication Administration Protocol

The Weymouth Public Schools Health Services department encourages daily medications to be administrated outside of school hours whenever possible. When medications are required to be administered during the school day the following steps must be followed.

1. A physician/provider's medication order must be submitted to the school nurse directly it must include:
    a. Student's Full Name
    b. Name of the medication
    c. Dose and route of the medication;
    d. Frequency of the medication administration;
    e. A valid medication order date;
    f. Specific directions for administration;
    g. Signature of the duly authorized prescriber
    h. Signature of the individual accepting/verifying the order

.** <u>**No medication will be administrated without an order from the prescriber**</u>****

2. A parental/guardian permission form must be signed by the parent/guardian
3. Medications MUST be delivered to the nurse directly in a pharmacy or manufacturer-labeled container by the parent, guardian, or a responsible adult. Children **ARE NOT** permitted to deliver the medication to school
   (Do not send medication in the student's backpack or give it to the teacher)

4. The nurse is only authorized to store a 30-day or less supply of any medication.
5. Students may only possess and self-administer medication such as inhalers, emergency epinephrine, or insulin with an order from the prescriber giving consent to self-administer provided the school nurse determines it is safe and appropriate to do so.
6. In the event of an emergency students who have permission to self-administer should have an additional inhale or emergency medication to be stored in the health office.
7. All physician's/provider's orders will expire on the last day of school and new orders should be delivered on the first day of the following school year.
8. All medications should be picked up by a parent/guardian/responsible adult on the last day of school directly from the nurse. **Medication will not be stored over the summer.**