

Thorne Ecological Institute
Thorne Natural Science School

Medication Administration Policy

Purpose

To ensure safe and accurate administration of routine medications to all children enrolled in Thorne Natural Science School (TNSS). Medication will only be administered by teachers who have successfully completed the required Medication Administration Certification and Delegation. The RN consultant will delegate and supervise the task of medication administration only to those staff members who have completed approved Medication Administration Training.

Because the administration of medication requires extra staff time and safety considerations, parents should check with their health care provider to see if dosage schedule can be arranged that does not involve the hours the child is in TNSS.

Medication Administration Policy

The following requirements must be met before administering medications.

- *Written Authorization from Health Care Provider with Prescribing Authority*
- *Parent written Authorization*
- Medication in the *original labeled* container
- Proper care and storage of medication
- Documentation of medication administration
- **Child cannot attend without required and completed paperwork**

Inhaled/nebulized medications, emergency injections (EpiPen®), and prescribed and over-the-counter medicines require a written health care plan or instructions completed by the child's Health Care Provider.

Parents are responsible for providing all medications and supplies to TNSS. In most situations, children should not transport medications to and from TNSS; this includes medication placed in a backpack. Special arrangements must be considered regarding the safe transport of medications for children attending TNSS.

Program staff may not deviate from the written authorization from the Health Care Provider with prescriptive authority. Program staff must count and record the quantity of controlled substances (e.g. Ritalin®) received from the parent, in the presence of the parent.

Medications that have expired or that are no longer being used at the center will be returned to the parent/guardian. If the medicine has not been picked up within one week of the date of request, then medication must be disposed of by a medication trained person or the RN according to established procedures.

Care and Storage:

Due to the mobile, outdoor setting of the Thorne Natural Science School, medications shall be stored in the backpack of the teacher. Medications that require refrigeration shall be stored in a leak-proof container in a cooler with the Director. Medication for children attending the TNSS Afternoon Session shall be stored in a secure, locked, clean container and under conditions as directed by the Health Care Provider.

Health Care Plan for Thorne Natural Science School

SEVERE ALLERGY TO: _____

Child's Name: _____ Birth Date: _____ Current Weight: _____

EMERGENCY TREATMENT

For Mild Symptoms

- Several Hives
- Itchy Skin OR if an ingestion (or Sting is Suspected)
- Swelling at Site of an Insect Sting

Treatment:

1. **Give** _____ of _____ by mouth.
Dose (amount) antihistamine
2. **Contact** the parent or emergency contact person.
3. **Stay** with the student; keep student quiet, monitor symptoms until parent arrives.
Watch student for more serious symptoms listed below.

Special Instructions (for health care provider to complete): _____

Severe Symptoms can Cause a Life Threatening Reaction

- Hives spreading over the body
- Wheezing, Difficulty Swallowing or Breathing
- Swelling of Face/Neck, Tingling or Swelling of Tongue
- Vomiting
- Signs of Shock (Extreme paleness/grey color, clammy skin)
- Loss of Consciousness

Treatment:

1. **Give EpiPen® or EpiPen Jr.®** immediately, place against upper outer thigh, through clothing if necessary.
2. **CALL 911** (or local emergency response team) immediately EpiPen® only lasts 20 – 30 minutes. 911 (emergency response team) should always be called if EpiPen® is given.
3. **Contact Parents or Emergency Contact Person.** If Parent is unavailable, school staff should accompany the child to the hospital.

Directions for Use of EpiPen®:

1. Pull off grey cap.
2. Place black tip against upper outer thigh.
3. Press hard into outer thigh until it clicks.
4. Hold in place 10 seconds then remove.
5. Discard EpiPen® in impermeable container it came in. Give to emergency care responder. Do not return to holder.

Special Instructions (for health care provider to complete):

It is understood by the parent(s) and health care provider that this plan may be carried out by school personnel other than those with Medication Administration Certification. A Certified person is to be responsible for delegation of this task to an uncertified person.

Prescribing Practitioner Signature: _____ Date:

Parent/Guardian Signature: _____

Date: