

## **REQUIRED PROCEDURES FOR SCHOOL NURSES/HEALTH AIDES**

A Todd County School District Health Consent, signed by a parent or guardian, must be on file before services can be provided. This form is part of each student's registration packet.

All health-related services must be documented on one or more of the following:

1. A Daily Health Log (for an example, see JLCA-E-1/JLCB-E-1).

The Daily Health Log is used to notate any and all first aid that is rendered (band aides, ice packs, whatever). The Daily Log Book is where the dispensing of any non-prescription medications (aspirin, Tylenol, cough drops, ointments, whatever) is recorded.

2. A Medication Administration Book (for an example, see JLCA-E-2/JLCB-E-2).

The Medication Administration Log is where the administration of all prescription drugs must be appropriately charted. Each administration must include:

- a. time(s) of administration,
  - b. date of administration, and
  - c. initials/signature of person dispensing prescription medications.
3. Only those individuals who have received "Medication Administration Training" may dispense prescription medications. Also, the administration of prescription medications requires parental consent each time and the consent must include:
    - a. the time(s) of medication
    - b. how much medication
    - c. other relevant information (for example, medications should be taken with meals or on an empty stomach).

A prescription medication should not be accepted for dispensing unless it is in its original container with the recipient's name on it. If the parent or guardian is unable to leave the original container at the school for the day, then the medication must be placed in an envelope labeled with the child's

name, medication name, medication dose, and a note giving instructions on time and method of dispensing.

4. An Accident Report Form (for an example, see JLCA-E-3/JLCB-E-3).

A record of all accidents, regardless of severity, must be recorded on an Accident Report Form. Required information includes:

- a. student's name,
- b. supervising teacher,
- c. nature of incident,
- d. aid given,
- e. notation if there is a referral for further treatment, and
- f. notation of the method of parental notification (phone, note sent home, child taken home).

5. Any medication errors must be reported on the Medication Error Report Form (see example JLCA-E-4/JLCB-E-4).

The error must also be reported immediately to building's registered nurse or principal so that further follow-up can be determined. The Medication Error Report Form needs to include:

- a. name of student,
- b. name of medication,
- c. date and time of error,
- d. name of personnel dispensing medication,
- e. description of error,
- f. action taken, and
- g. outcome.

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