

**Cincinnati CITY SCHOOL DISTRICT  
ADMINISTRATIVE PROCEDURES**

<b>Procedure Name: Medication Policy</b>	
Procedure No. 5330-00-01	Eff. Date: 12/2016
Implements Board Policy(ies) <u>5330: Use of Medications</u>	Last Reviewed: 09/2011

**1. Background**

<p><i>Background to the implementation of the policy</i></p> <p><b>3313.713 Policy for employees to administer drugs prescribed by physicians to students.</b></p> <p>Administrative Procedure 5330-1 Disposal of Medication</p> <ul style="list-style-type: none"> <li>• <i>This procedure outlines the process for administering medication at school sites.</i></li> </ul>
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**2. Responsibilities**

Title: Building Principal	
Address:	
Phone:	Cell phone:
<p><i>Describe responsibilities:</i></p> <p><i>CPS Principals must designate staff member to be trained at their site and must arrange with the <b>Cincinnati Health Department's School Health Office</b> an appropriate time for the training to take place. It is the principal's responsibility to identify and secure the staff members to be trained; as well as to designate a time for the training when the identified staff members are available.</i></p> <ol style="list-style-type: none"> <li><b>1.</b> The CHD's School Health Program nurse will conduct all staff training in the schools. A minimum of 2 staff members per building must be trained in basic and emergency medication administration. There is face-to-face training after the CPS employee has completed the District's on-line medication training module(s).The CHD's School Health Program nurse provide skills competency training which lasts about 45 minutes.</li> <li><b>2.</b> After training is completed, if the nurse or school health assistant is unavailable, the trained staff members will serve as back up to address medication administration which includes: <ul style="list-style-type: none"> <li>• Documenting the medication received on the Medication Inventory Record.</li> <li>• Creating a Medication Administration Record (MAR) for each student, each medication.</li> </ul> </li> </ol>	

- Administering medication according to the order, and school policy/procedure.
  - Arranging for parent to pick up any unused medications at the end of the school year (do not send with student).
  - Properly discarding any unused/unclaimed medication per CPS policy/procedure, or transfer to Cincinnati Health Department for disposal.
- 3.** Good candidates for training include school office personnel, security personnel, and paraprofessionals for specialized units. Staff members who are generally less mobile throughout the building and can be easily found and called upon.
  - 4.** Additional follow-up training can be provided by the CHD's School Health Program nurse as requested.

**3. Action Steps**

*Describe the action steps relevant to the implementation of the policy.*

**4. Equity Considerations**

*Describe any equity considerations relevant to the implementation of this policy.*

*Many CPS schools have school based health centers. There are a number of schools that don't and rely on a RN or School Health Assistant availability in order to administer medication in addition to trained personnel. Communication with the Cincinnati Health Department is necessary to ensure that staff are trained across the system to ensure consistency of practices.*

**5. Related Documents / Forms**

Document Title	Description	Last Reviewed
Administration of Medication Form	Parent Permission Form to administer medication	6/24/2011
Medication Administration Record	Log	6/24/2011

**6. Additional Information**

*Describe any additional information relevant to the implementation of the policy.*