

VIRGINIA SCHOOL FOR THE DEAF AND THE BLIND

TITLE: Medications	POLICY NUMBER: SH11
	Page 1 of 2

Policy Statement:

The Student Health Services nursing staff at the Virginia School for the Deaf and the Blind will safely administer all medications, properly store medications, and train unlicensed staff to give prescribed, over-the-counter, and emergency medications.

VAC 54.1-3408 Professional use by practitioners

Procedure:

1. All VSDB employees that are responsible for medication administration to students will successfully complete the VSDB medication aide training class.
 - a. The VSDB Registered Nurses will teach this training annually to new employees and other employees as requested. This training meets the requirements of the *Code of Virginia 54.1-3408* for administering medication in Virginia public schools.
 - b. Documentation of completion of this training will be located in Human Resources. Annually, a list of trained medication aides is disseminated to departments on a need to know basis.
 - c. Medication aides are required to complete an annual on-line refresher class.
2. All VSDB employees will safely store and administer medications to students as trained.
 - a. A double locked system is used for controlled medications in the SHC.
 - b. Healthcare providers must provide a written order for all medications to be administered.
 - c. A student may keep his/her emergency medication in the Residential Hall as long as the proper procedures are completed for storage and self-administration. If a student uses his/her emergency medication, the SHC staff must be notified immediately. See *SH10* for additional guidance specific for students with an EpiPen.
 - d. SHC nursing staff will review with the student the proper procedures for self-administering their own prescription medications. Some dental care and topical prescriptions can be kept in the Residential Hall.
 - e. Nursing staff will prepare medications for students going off-campus. Prescription, over-the-counter, and emergency medications will be reviewed with the VSDB medication aide before the trip.
 - f. Medications will be safely stored in a locked container during all off-campus trips.
 - g. Medication aides will review student allergies and contraindications prior to administering over-the-counter medications.

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<i>TITLE: Medications</i>	POLICY NUMBER: SH11
	Page 2 of 2

- h. All staff administering medications will follow the “Five Rights” of safe medication administration: Right person, right drug, right dose, right time, and right route.
 - i. The medication aide will notify the SHC if a student refuses his/her prescription medication while off campus.
 - j. In the event of a medication error and/or adverse reaction, the medication aide will administer first aid to the student and contact the SHC nursing staff.
 - k. The SHC staff will contact the VSDB contract physician or the student’s healthcare provider, along with the student’s parent/guardian. The Director of Student Health Services and the VSDB Superintendent should also be notified. Poison Control should be consulted as directed.
 - l. Incident reports must be completed prior to the employee leaving their shift.
3. All staff will be responsible for documenting medications given to students.
- a. A daily documentation log or Medication Administration Record is kept on each student and identifies the individuals who administer the medications/treatments.
 - b. Medication aides are required to sign the field trip forms and document any prescription, over-the-counter, and emergency medications administered.

Student Health Services staff uphold professional standards and abide by the Virginia Board of Nursing guidelines for the practice of nursing, and other state and local statutes and regulations applicable to school nursing practice. The Student Health Services staff has departmental procedures for the following:

- Obtaining medication orders
- Dispensing medications
- Controlled substance medication management
- Medication administration recording
- Medication error reporting
- Dispensing medications on field trips and buses
- Disposal of unused medicines

<i>Rescission:</i> Effective Date: June 2015; Revised: November 3, 2017 BOV Approved: June 8, 2016; Revised: August 1, 2022
