

## Administering Medicine to Students

The physician's instructions must state the name of the child, name of the medication, frequency and quantity to be taken, time to be given and if appropriate, the duration of time the drug is to be administered. Any specific directions should also be stated.

Where a nurse is available to administer the medication, that person shall administer the medication; otherwise designated personnel may administer the medication in accordance with this policy. Personnel must have received medication inservice prior to administering medication.

If a medication error or omission happens a medication error report form needs to be filled out and the error reported to the nurse or Nurse Supervisor immediately. Parents/guardian will be notified by the Nurse Supervisor. The student's medication prescriber/medication consultant will also be notified. If not available the medical doctor on call in the emergency room will be contacted.