



Medication Storage and Dispensing Policy

Effective Date: August 10, 2025

Reviewed: August 10, 2025

1. Purpose

To ensure the safe storage, handling, and administration of prescription and non-prescription medications to students during school hours in accordance with Texas laws and best nursing practices.

2. Scope

This policy applies to all staff responsible for handling medications, including the school nurse, trained designees, and administrators.

3. Definitions

- **Prescription Medication:** Any drug that requires a licensed healthcare provider's order to dispense.
 - **Non-Prescription (OTC) Medication:** Any drug available without a prescription, including pain relievers, allergy medicines, antacids, etc.
 - **Self-Administration:** When a student is authorized to carry and take their own medication (e.g., asthma inhalers, epinephrine auto-injectors) under Texas law.
-

4. Parent/Guardian Consent

- All medications (prescription and OTC) must be accompanied by a completed **Medication Authorization Form** signed by a parent/guardian.

- Prescription medications must include a **signed provider order** if required by law.
 - Standing orders from a licensed provider may be used for certain OTC medications if approved by the school administration and medical advisor.
-

5. Storage of Medications

- All medications must be kept **in Nurse's Office** or **refrigerator** (if refrigeration is required; refrigerator is kept in locked Nurse's Office).
 - Controlled substances must be stored in a **locked cabinet**.
 - Medications must be stored in **original, labeled containers** with the student's name, medication name, dosage, and administration instructions.
 - Emergency medications (e.g., EpiPens, inhalers, glucagon) may be stored in **accessible but secure** locations or with trained staff for quick access.
-

6. Dispensing of Medications

- Only the **school nurse** or a **trained and authorized school staff member** may administer medications.
 - All medication administrations must be **documented immediately** in the student's health record, including:
 - Date and time of administration
 - Name and dosage of medication
 - Name/signature of staff administering
 - Any observed effects or adverse reactions
 - Prescription medication must be dispensed exactly as ordered by the licensed provider.
 - OTC medication must be dispensed according to package instructions unless a provider's order states otherwise.
-

7. Self-Carry Medications

In compliance with Texas law:

- Students may self-carry and self-administer **asthma inhalers, epinephrine auto-injectors, and diabetes medication** with written authorization from both their parent/guardian and licensed provider.
 - The school nurse will evaluate the student's competency to self-administer before approval.
-

8. Field Trips and Off-Campus Activities

- The school nurse will prepare and package medications in **labeled, sealed containers** for administration by a trained staff member during trips.
-

9. Medication Disposal

- Expired or discontinued medications will be returned to the parent/guardian.
 - If not retrieved within **30 days**, they will be disposed of according to Texas Department of State Health Services guidelines.
 - Disposal of controlled substances must be taken to local pharmacies, including major chains like CVS and Walgreens, who offer permanent medication disposal kiosks or drop-off boxes.
-

10. Policy Review

This policy will be reviewed **annually** by the school nurse and administration to ensure compliance with state laws and best practices.