

# Canyons School District Nursing Services

## GUIDELINES FOR LOST, UNUSABLE OR INCORRECTLY ADMINISTERED MEDICATION

In accordance with Canyons District Policy and Utah State Law, any medication to be given at school must be received by appointed school personnel from a responsible adult. Medication must be counted/verified with the responsible adult and documented and signed by both receiving school personnel and the responsible adult on the individual *Student Medication Record*.

### 1. LOST and/or UNACCOUNTED FOR MEDICATION

Lost and/or unaccounted for student medication should be documented on the *Student Medication Record* form in the indicated space and reported to:

- a. Parent
- b. Assigned District Nurse  
The District Nurse will report in writing to the Director of Student Services all lost/unaccounted for medication.

### 2. UNUSABLE MEDICATION

Unusable medication (dropped on floor, spit out, expired etc.) should be documented on the *Student Medication Record* form in the indicated space and reported to parent.

### 3. INCORRECTLY ADMINISTERED MEDICATION

Incorrectly administered medication should immediately be reported to a District Nurse who will:

- a. Advise school personnel on procedures to be taken and,
- b. Contact the student's parent  
If a nurse cannot be reached, the school should notify the parent and take appropriate steps. If neither parent nor District Nurse can be contacted, the school should call the student's physician for instructions.
- c. Medication error and details of resulting actions should be documented on the *Student Medication Record* form in the indicated space.

### 4. MEDICATION AUDITS and REVIEW

District Nurses will audit the *Student Medication Record*, *Medication Authorization* forms and the student medications. The audit will include medication administrator practices and verification of certification of school personnel administering medication in the school setting. A report of the audit will be sent to the Director of Student Services.