

**Medication Information
At-a-Glance**

School Nurse: _____ Cell Phone: _____ Email: _____

Nurse Supervisor: _____ Cell Phone: _____ Email: _____

FORM 1702

WHEN

- School receives Form 1702 and medication

THEN

- Check in medication using Medication Tracking Log -Form HS-2833
- **Prescription** oral medication(s) **only** require two (2) WCPSS staff signatures:
 - One (1) medication administration staff signature **-AND-**
 - One (1) other WCPSS staff signature **-OR-** school nurse

STAFF SHOULD:

- Count and verify the amount of **prescription oral(s) medication(s) only**
- Limit the amount of **prescription oral medication(s) only** to no more than a 30 day supply
- Document the amount by date and signature of **prescription oral medication(s) only** on Medication Tracking Log- Form HS-2833
- Contact school nurse (via email or phone)
- Copy student's name, medication name/dosage, etc. on the medication calendar
- Store medication per medication guidelines
- You may administer medication up to 5 days without school nurse verification
- Record administration on Form 1702

IN ADDITION

- Once school nurse has verified the medication, begin recording on the medication calendar

CONTROLLED SUBSTANCES

- School nurse will identify a medication as a controlled substance on the Medication Tracking Log Form HS-2833
- Staff should store controlled substances **ONLY** in a locked cabinet requiring key access (*Exception: Diastat or other controlled substances prescribed for emergency use*)
- Keys for locked cabinets must be secured by medication administration staff
- Access to medication keys is restricted to medication administration staff and school nurses who perform audits
- The number of keys must not exceed the number of medication administration staff
- When school is in operation, keys must be in a secure location and accessible **only** to medication administration staff (*Exception: WCPSS staff working in WCPSS operated Before/After school programs must have access to all emergency medication(s)*)
- Keys accidentally removed from the school must be returned on the next school day

VERIFICATION BY THE SCHOOL NURSE – ON DAY FIVE (5)

IF

- Medication(s) and Form 1702 have been in the school five (5) working days

AND

- School Nurse **has not** verified the medication(s)

THEN

- Contact school nurse (email/phone listed above)
- Contact school nurse supervisor (email/cell phone listed above)

****Discontinue administration of medication(s) on Day 6 if school nurse has not verified****