

Swann Special Care Center  
Elementary School

**Policy Regarding the Administration of Medication**

Swann Special Care Center Elementary School is a facility for children with severe/profound multiple disabilities. Many of these children have severe health concerns requiring twenty-four hour nursing care.

1. All medications given in school shall be prescribed by a licensed prescriber on an individual basis as determined by the child's health status. Medications must be stored in a separate locked area. Medications requiring refrigeration should be refrigerated in a secure area.
2. The licensed nursing staff will administer medications.
3. The director of nursing will supervise the administration of medication.
4. Each dose of medication will be documented in the child's individual health record. Documentation shall include date, time, dosage and the signature or initials of the nurse administering the medication.
5. Effectiveness and side effects will be assessed with each administration and documented as necessary in the child's individual health record. Documentation for effects for long-term medications should be summarized monthly as determined by the director of nursing.
6. Written feedback regarding medication will be given to the licensed prescriber and the parent/guardian at least yearly for long-term medication, or as requested by the licensed prescriber.
7. Parents and guardians are also notified annually of the policy regarding the administration of medication.

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