

BURLINGTON SCHOOL DISTRICT PROCEDURE

PROCEDURE CODE F20PM: MEDICATION ADMINISTRATION PROCEDURES

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Summary

BSD recognizes State and Federal Laws around Medications and Medication Administration. The following outlines the details of how we adhere to those laws.

Prescription Medications

Prescription medication will only be administered with a written order from a physician (or other health care professional authorized to prescribe) detailing the name of the student, date of birth, the drug dosage, reason for medication, and the time that medication is to be given. The preference is for prescribers and parents/guardians complete the [BSD Request for Medication Administration Form](#) for each prescribed medication to be administered during school hours or school-sponsored events. Each medication order must be renewed at the beginning of each school year. Asthma and Allergy Action plans remain in effect for one calendar year. Parent/guardian as well as prescriber signature is required prior to medication administration in schools.

Families must provide the medication in the original labeled container. If medication is to be divided between home and school, parents/guardians will ask their pharmacist for a separate medication bottle for the school. It is the parent or guardian's responsibility to supply the health office with non-expired medications.

For safety reasons, adults must transport all medications to the health office. *In addition, all first doses of any new medications must be given at home by the student's parent/guardian.*

Non-prescription/Over-the-Counter Medications

Families may request that non-prescription medication/over-the-counter medications be administered by school personnel, using the [BSD Request for Medication Administration Form](#). Families must provide the medication in the original labeled container, and information about each medication must be readily available from medical sources. *The school nurse reserves the right to not administer medications when such actions are assessed to be potentially harmful to a student or not consistent with nursing assessment and practice.*

Non-prescription medication will only be administered according to the manufacturer's label. The original labeled container will be labeled with the child's initials and kept locked and secured at school. It is the parent or guardian's responsibility to supply the health office with non-expired medications. For safety reasons, adults must transport all medications to the health office.

Topical medications and other complementary and alternative medicines (CAMs) will only be administered by school personnel if the medication has been FDA-approved and prescribed by a licensed medical professional.

Sunscreen

Vermont Law allows Sunscreen (which is considered a medication by the FDA) to be given upon parent/guardian consent. Parents/Guardians should indicate that their child can self-apply sunscreen on their annual returning student registration forms. Parents/Guardians may supply their student with lotion sunscreen to carry in their backpacks, and self-apply (according to the original label's directions), but sunscreen should not be shared with others due to allergies. *Aerosol sunscreens are not allowed in schools.*

Per Early Education Preschool guidelines, parents/guardians may provide their own sunscreen and written permission allowing the preschool staff to apply sunscreen to their child.

Dispensing Medication

1. Medication will be dispensed by the School Nurse or their designee.
 - a. Designees shall not delegate that responsibility to anyone else.
 - b. Designees may only administer the specific medication that has been delegated by the School Nurse.
2. All medications that are controlled substances must be counted. Adults must bring the medication to the nurse's office. The date, count received, total count in office, and both the person dropping it off and the nurse's signature should be recorded on the [BSD Medication Count Form](#).
 - a. Medications administered should be tracked daily.
 - b. Controlled substances should be counted weekly as recommended by the Board of Pharmacy.
3. Medications must be kept locked and secure unless they are medications for emergency situations.
4. When the student comes to the office for medication, the person administering will:
 - a. Identify the student.
 - b. Check the Medication Administration Record (MAR) for drug name, dose, and timing against the medication label and follow the instructions.
 - c. Watch student take medications.
 - d. Record that medication was given with date, time, and initials on the student's individual MAR.Completed forms will be filed in the student's permanent health record.
5. Students with the following disorders: history of anaphylaxis, cystic fibrosis, diabetes, and migraines who demonstrate responsibility for **self-administering their medications** shall be allowed to do so ONLY with a written order of the prescribing physician **and** completion of the [Authorization for Self-Administration of Medicine at School](#) by parent/guardian. This privilege may be withdrawn at the discretion of the School Nurse if student safety is compromised. The parent/guardian and physician will be notified of the withdrawal of this privilege.
6. Unused medication, as determined by the School Nurse, shall be properly disposed of or returned to the parent/guardian. For controlled substances, the date, number of tablets/capsules, disposal method, and signature of the nurse and a witness shall be documented on the count sheet at time of disposal (i.e., if order is ended or end of school year).
7. Emancipated minors or students 18 years or older do not need permission from a parent/guardian, but are required to follow all other aspects of this procedure for medication taken at school.
8. Medication to be given at school or during a school-sponsored event must have been reviewed for accuracy and proper documentation by the School Nurse before that medication can be administered by school personnel.

Medication Errors/Missing Medication

All medication errors, including missing medications or suspected theft of medications, should be reported using the following procedures:

Medication Error

As soon as a medication error has occurred or has been discovered:

1. Notify the Lead Nurse. Record the time and date. Lead Nurse may notify the Principal, Director of Student Support Services, District Safety Team Leader, as well as the Superintendent, depending on the error.
2. Parent/Guardian must be notified of all medication errors.
3. Notify the prescriber if the error has affected the total medication count and a refill is required.
4. Document using the [BSD Medication Incident Report Form](#).
5. Submit the documentation via email to the Lead Nurse for review and possible notification to the Principal, Director of Student Support Services, District Safety Team Leader, and/or Superintendent.

Missing Medication

If medication is missing and theft is suspected, the following actions must be taken:

1. Notify Lead Nurse and record the time.
 - a. Lead Nurse will notify the Principal, Director of Student Support Services, District Safety Team Leader, and Superintendent.
 - b. Lead Nurse will then work with the principal and school nurse to complete the next steps of the process and keep a running log of steps taken to submit with the [BSD Medication Incident Report Form](#).
2. If medication is a controlled substance, file a Police Report and document the Report Number.
3. Notify Prescriber of Medication. Record Time.
4. Notify Parent/Guardian. Record Time.
5. Document using the [BSD Medication Incident Report Form](#).
6. Complete the District [Critical Incident Reporting Google Form](#).
7. Submit all documentation to the Principal, Lead Nurse, HR Director, Superintendent, and District Safety Team Leader.

Resources

-[The Vermont Department of Health Standards of Practice: School Health Services Manual](#)
-[Vermont Medication Training Guide for School Nurses: A Tool for School Nurses to Train Others, 3/18/2019](#)
-[U.S. Department of Justice Drug Enforcement Administration Significant Theft of Loss Reporting of Controlled Substances.](#)

Clerical Information

BSD Version:	BSD F20 Procedure Medication
Date Adopted:	November 11, 2025
Legal Reference(s):	16 V.S.A. § 1387 – Possession and Self Administration of emergency medication http://legislature.vermont.gov/statutes/section/16/031/01387 26 V.S.A. Ch. 28 - Vermont Nurse Practice Act: http://legislature.vermont.gov/statutes/chapter/26/028 Vermont State Board of Nursing Position Statements https://www.sec.state.vt.us/professional-regulation/professions/nursing/position-statements.aspx • Role of the Nurse in Delegating Nursing Interventions (2018) • APRN/RN/LPN Scope of Practice Position Statement and Decision Tree (2018) 26 V.S.A. Ch. 36 - Pharmacy 1: General Provisions http://legislature.vermont.gov/statutes/fullchapter/26/036
Policy Reference:	BSD F20