

Student Name: _____ Time: _____ Routine or PRN (circle)
 Allergies: _____ Physician: _____ School Yr: _____
 Medication: _____ Dose: _____ Frequency: _____ Route: _____
 Directions/Special Concerns/Side effects (Controlled: see backside) _____

If PRN, as needed for: _____

Medications administered have been reviewed for possible side effects and interactions by: _____

Initial Date Medication Started at School: _____ Date Stopped: _____
 Changes: Date: _____ Dose: _____ Time: _____
 Changes: Date: _____ Dose: _____ Time: _____
 Changes: Date: _____ Dose: _____ Time: _____

	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG
1	/	/	/	/	/	/	/	/	/	/	/	/
2	/	/	/	/	/	/	/	/	/	/	/	/
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4	/	/	/	/	/	/	/	/	/	/	/	/
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29	/	/	/	/	/	/	/	/	/	/	/	/
30	/	/	/	/	/	/	/	/	/	/	/	/
31	/	/	/	/	/	/	/	/	/	/	/	/

Abbreviations: A= Absent X= No School H= Bottle Home NMA= No Med Available
 R=Refused Initialed & Circled = Did Not Take

Initial	Signature	Initial	Signature

Controlled Substances: In accordance with federal and state laws, all doses of controlled medications (such as but not limited to ritalin, adderall, dexedrine, valium and phenobarbital) must be accounted for on the student's controlled substance medication administration record.

Receiving Controlled Substance Medication: Controlled substance medications need to be received from a responsible adult (parent or guardian) to the health service designee. If this is not able to be carried out, consult with Licensed School Nurse to assist with plan for safe delivery of medication as follows: _____

Doses arriving at school must be counted and the number or amount recorded on student's controlled substance record by completing the following (below):

1. Count* the amount received.
2. After counting, record the amount received with the prescriptive number.
3. Count* and record the amount available prior to receiving more and the previous prescriptive number.
4. Add the two amounts as the total and date.
5. Transcribe this amount to the medication administration record (front page) in the upper portion of correct date followed by a back slash.

* Medications that are not able to be counted (i.e. liquid or packaged gel preparations) will be estimated by health service designee.

* Health service designee to perform count and record with another person to verify.

Method to record administration of medication: Controlled substance administration record must include the following: name of student, allergy, name, dose, time and route, special concerns/side effects and possible drug interactions, prescription number, amount received, date received, amount dispensed and amount remaining, full signature of person receiving and/or counting and/or administering medications.

1. All doses given must be recorded on controlled substance medication administration record by using "count back method". In the upper portion of box with the slash, write the amount on hand in the appropriate day/month. In the lower portion of same box, write how much is remaining after dose given by subtracting from amount on hand. Initial each day. The following day you would review count and in the upper portion, the amount from the previous day should be available and recorded, unless there has been more medication received. If more medication received, complete (following steps above) and record on controlled substance record (below) and add to the total amount on hand (upper portion of box). For example, if student Joan. the amount given and recording on the correct date/time.

	SEP	
1	5 / 4	JA
2	4 / 3	JA
3	3 / 2	JA

2. If medication is not given routinely (i.e. daily while at school), count medications at least monthly. (School Nurse may require more frequent count).

3. Any medication left at school after the medication is discontinued, at the end of the school year or following the transfer of student to another program must be picked by the parent/guardian at school or destroyed. If it is not possible for the parent/guardian to pick up medication, at the discretion of school personnel, medication can be sent home with the student after notifying parent/guardian by phone of the number of tablets being sent home with the student.

4. Any doses that are wasted or destroyed must be recorded on controlled substance record with explanation of why and how destroyed. Controlled substances disposed of at school must be witnessed and signed by two health designees. Before discarding the prescription bottle for a controlled substance, remove or blacken the label so it cannot be picked out of the trash and refilled.

Controlled Substance Record

Recvd or Sent	Date	RX #	Amount	Date	RX #	Already Avble	Total	Signature/s

Notes: