

Medication Administration Policy (4.2)

Good Days Adolescent Special Needs Center, LLC – Fort Myers, FL

Purpose

The purpose of this Medication Administration Policy is to ensure the safe, accurate, and confidential administration of medication to students at Good Days Adolescent Special Needs Center (GDC). This policy establishes procedures for authorization, storage, documentation, and administration of both prescription and non-prescription medications.

Section 1: Policy Overview

Medication shall only be administered to a student with written authorization from the parent or legal guardian and in accordance with a licensed healthcare provider's orders. Staff responsible for medication administration must be trained and designated by the Director.

Section 2: Authorization and Documentation

Parents or guardians must complete a Medication Administration Authorization Form (Form E6) before any medication can be administered at GDC. The authorization must include specific instructions regarding dosage, timing, and method of administration.

- **Prescription Medications** – Must be provided in the original pharmacy-labeled container, clearly identifying the student's name, medication name, dosage, and prescribing physician.
- **Over-the-Counter Medications** – Must be in the original manufacturer's container and accompanied by written parent/guardian consent and, when applicable, a healthcare provider's order.
- **Changes or Discontinuation** – Any change in dosage, schedule, or medication must be communicated in writing and supported by updated physician documentation.

Section 3: Medication Storage

All medications must be securely stored in a locked cabinet or refrigerator designated for this purpose. Access is restricted to trained staff authorized by the Director. Medications requiring refrigeration will be kept in a separate, locked refrigerator used exclusively for medical storage.

- **Controlled Substances** – Must be stored in a double-locked cabinet and inventoried daily by authorized personnel.
- **Expired or Unused Medications** – Will be returned to the parent/guardian or

properly disposed of following established disposal procedures.

Section 4: Administration Procedures

Medication administration will be conducted in accordance with healthcare provider orders and parent instructions. Trained staff must verify the student's identity and medication information prior to each administration.

Steps include:

1. Verify the medication, student name, and dosage.
2. Confirm timing and route of administration.
3. Observe the student while medication is taken.
4. Record administration details immediately on the Medication Log (Form E7).
5. Report any side effects or concerns to the Director and parent/guardian promptly.

Section 5: Emergency Medications

Certain emergency medications (e.g., epinephrine auto-injectors, rescue inhalers, seizure medications) may be administered as authorized. Staff will receive specific training for emergency response procedures, and such medications will remain easily accessible but secure.

Section 6: Self-Administration

Students may self-administer medication only when authorized in writing by the parent/guardian and approved by the Director. Self-administration must occur under staff supervision to ensure safety and accountability.

Section 7: Documentation and Record Keeping

All medication administrations must be recorded in real-time on the student's Medication Log, including date, time, dosage, and staff initials. Any missed or refused doses must be documented and reported immediately.

Section 8: Errors or Adverse Reactions

In the event of a medication error or adverse reaction, staff must immediately notify the Director, contact emergency services if needed, and inform the parent/guardian. A Medication Incident Report (Form E8) must be completed within 24 hours.

Section 9: Confidentiality

All medication information is confidential and will be managed according to HIPAA and the Student Record Management Policy (2.6). Medication records

are accessible only to authorized staff and healthcare providers as required by law.

Section 10: Acknowledgment

All families must review and agree to this Medication Administration Policy prior to enrollment. Acknowledgment is documented through the Policy Acknowledgment Form (E1).

Approved: December 2025

Next Review: December 2026