



TALING M. TAITANO
Interim Superintendent of Education

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October 2, 2011

TO: School Principals
FROM: Interim Superintendent
SUBJECT: Controlled Substances Standard Operating Procedures

Buenas! Attached is the Standard Operating Procedure (1200-005) governing Controlled Substances. The procedures outlined in this document govern the receipt, administration, and accountability of medications regulated by the Federal Narcotics Act. Please ensure this document is reviewed by school personnel and implemented accordingly.

Should you have any questions or need further clarification, please contact Mr. Christopher Anderson, Administrator, Student Support Services Division. Thank you for your time and attention with this matter.


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ATTACHMENT

CC:
Acting Deputy Superintendent, ESCLL
Acting Deputy Superintendent, CII
Assistant Superintendent, SPED
Head Start Administrator
Administrator, Student Support Services



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Standard Operating Procedures

SOP#:1200-004

SUBJECT: **Controlled Substances in School**

EFFECTIVE DATE: **September 21, 2011**

INQUIRES: **Student Support Services Division**

I. REFERENCES: **Board Policy 421**

II. APPLICABILITY: **All Schools within the Department of Education**

III. PURPOSE: **Serve as guidance regarding the receipt, administration and accountability for all medications that are regulated by the Federal Narcotics Act.**

IV. PROCEDURES:

RECEIPT/ADMINISTRATION/ACCOUNTABILITY

Receipt of Controlled Substances

Medication is to be delivered by the parent/Guardian and received by the school nurse/administrator or designated staff.

Medication must be counted with verification of both parties signing the Controlled Substances Accountability Record Form.

Parents must be encouraged to deliver controlled substances to school themselves. In the event this is not possible, then the container should be immediately verified to contents and count by the

nurse/administrator/designee, kept locked up until the parents can arrive at school and verify the contents and count. It should be noted that the parents are ultimately responsible for controlled substances and students are not allowed to have them in their possession.

Properly Labeled Prescription Container

The medication will be in a properly labeled prescription container, subject to Board of Pharmacy regulation. Information on the prescription container must include the name of the drug, dosage, route of administration, the time interval of the dose, student's name and the name of the prescribing licensed healthcare provider.

Consent

The parent/guardian must request, in writing, that the medication be given at school, by signing the Medication Consent form. This consent is required for every school year, must be renewed by the parent/guardian and the school nurse/administrator.

Administration

Administration of controlled substances must follow the protocol for the administration of prescription medications, as stated in Board Policy 421. Administration should always be the responsibility of the school's registered nurse.

If unavailable, a licensed practical nurse, the administrator or their designated staff, may give the medication provided they are oriented to the board policy protocols.

In the event of a school field trip, special arrangements may be made for the teacher, at their discretion, to give the medication, provided they are oriented to the protocols.

The medication must be in a properly labeled container and remain in the teacher's protective custody at all times. If the teacher is unwilling to assume the responsibility, the parent/guardian would have to give it or the child would be excluded from attending. Immediately upon returning to school, the teacher must return the container to the nurse's office and complete the administration record. Any discrepancies must be documented with the nurse and administrator.

Accountability

Periodic counts (weekly minimum) must be recorded and verified between the school nurse and administrator/designee with signatures on the Controlled Substances Accountability Record form. Counts must correlate with the daily medication record. Any discrepancies or discarded medication must be noted and signed by both parties.

A separate form for each container supplied to the school is to be maintained and kept in the student's health folder. This ensures accountability for each renewed supply received at school.

All renewed supplies are to be delivered in currently dated, properly labeled containers.

When not possible, supplies may be transferred by parent/guardian to the nurse/administrator, provided the following is verified:

The properly labeled container with same student, drug, dose, and route is presented by parent/guardian.

Count is verified and recorded by both parties; first record the current school supply, then record the count of the renewed supply. Total count is noted.

Storage

All controlled substances are to be stored in a locked cabinet. In the event a locked cabinet is not available, a locked box may be substituted, but it must be a firmly attached structure to prevent theft of the box and contents.

End of School Year Procedure

Parents must be notified to pick up remaining medication. Parents should initial this understanding, included on the Controlled Substances Accountability Record form. If after at least two attempts to notify parents, the remaining supply should be disposed in the sink and witnessed by administrator/designee and the school nurse (and noted on the record).

References

National Association of School Nurses (2001). Position Statement-Controlled Substances in the School Setting. Scarborough, ME: Author.

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Interim-Superintendent of Education

Date

Controlled Substances Accountability Record

Student: _____ Date of Birth: _____

School: _____

Physician/Date: _____ Registered Nurse: _____

Medication Name, Dose	Date Received	Count	Signature RN/School Official	Signature Parent/Guardian/Official

Date	Time	Count*	Signature RN/School Official	Signature School Official

*Periodic counts (weekly minimum) should be recorded and verified between the school nurse and administrator. Counts must correlate with the daily administration record. Also, record any discarded medication.

Use a separate form for each bottle received. (Keep form in Health Folder).

Record daily doses on the Medication Administration form.

Parents are required to deliver, count and sign for each supply provided to the school. _____ (initial)

End of year: **Parents** must pick up remaining medication. If after two attempts to notify parents, school will dispose of the remainder. _____ (initial)

Descriptor Term:	Descriptor Code:	Issued Date:
	421	03/02/06
PRESCRIPTION AND OVER THE COUNTER MEDICATION	Rescind:	Issued:

Board Policy

Prescription Medication

Schools health counselors or designated personnel will administer only those medications to their students and employees which these students are required to receive while they are on campus or at school activities. Criteria developed by the Guam Public School System regarding the administration of medication are to be filed at the office of the school health counselor. In addition procedures, approved by the Superintendent, will be in place for the receipt, administration, and accountability for all medications that are regulated by the Federal Narcotics Act and local law.

Over the Counter Medication

School Health Counselors or designated personnel may administer over-the-counter medication to students and employees which are prescribed in, and in accordance with, medication protocols approved by the Guam Public School System, and the Department of Public Health and Social Services, providing all minors' parents/guardians have submitted annual written consent.

Self Medication

Students/employees may possess medication on campus and at school activities for self-medication with the permission of the school authorities and the consent of their parents.

All procedures and protocols will be reviewed and, where appropriate, updated annually.

ADOPTED: Board of Education 10/28/96

AMENDED: 03/02/06