

Germantown Municipal Schools District

Rationale and Routing of Parent Notification Form Letter for Expired Medication

One of the issues involved in the process of assisting students to self administer medications in the school setting is to monitor the expiration date of medication and develop an effective procedure for addressing this issue.

The following information will provide the GMSD Procedure for Handling Expired Medication and provide a standard tool to notify parents when a school medication is out of date.

The Parent Notification form letter is to be used to inform and alert parents that the medication they provided to the school cannot be administered if the date on the medication prescription label or the date on the manufacturer's container exceeds the current date.

It is suggested that expiration dates of any medication be documented on the MAR sheet.

Please notify the parents at least 10 days prior to the date a medication will expire.

Parents may be notified by phone; however verbal notification must be followed up with a Parent Notification form letter. The form letter must be completely filled out by the School Nurse or school personnel (ie., Medication Records Clerk, back up, School Secretary, Administrator.)

Make a copy of the form letter for the school record and place it in the Medication Binder.

Prescription and Over the Counter Medication Disposal Form

Tennessee State Department of Health and Education Guidelines require that schools have safety measures in place to safeguard medication in the school setting.

At the end of the school year left over medication must either be picked up by a parent, guardian or other responsible adult or disposed of since there are no provisions in place to safeguard medication over the summer.

It is the responsibility of the school staff to notify a parent in writing or by phone a minimum of three (3) times to inform them that there is excess medication at school, and provide an opportunity for a parent/guardian to pick up excess medication before the end of the current school year.

Medication that is left at school at the end of the school year will be disposed of according to the procedure outlined below.

Prescription and Over the Counter Medication Disposal Procedure

- Contact parent a minimum of three (3) times in writing or by phone before the end of the current school year
- Document the date and method of each contact on the medication disposal form
- If after three(3) contacts the parent or guardian does not indicate a time to pick up the medication it must be disposed of
- Document the name of the medication, the dose and the amount of medication being disposed of on the medication disposal form
- Two(2) school staff must be present when medication is disposed of and co-sign the medication disposal form to verify the type, dose and amount of medication being disposed of
- Black out the name of student, medication and prescription number on the pharmacy label before discarding the bottle
- Double bag pharmacy bottles that are being disposed of
- Attach the completed medication disposal form to the student's MAR sheet in the medication binder