

## Parkway Schools

### End of School Year Medication Procedure

The following procedures will be followed at the end of each school year to ensure the safe return of medication to parents/guardians or proper disposal of medication that is not picked up.

1. At least two weeks before the end of the school year, school nurses will notify parents/guardians of students with medication in the school health office to advise them to pick up their student's medication by the last day of school. This communication may be done by email blast, phone call, letter or other communication method that works best for the school community.
2. School nurses will remind parents that new signed authorization forms, asthma action plans, seizure action plans and food allergy action plans will be required for the new school year in August.
3. **All medication housed in the school health office will be released only to parents/guardians.** No medication will be sent home with students in backpacks, on buses or in cabs. Exceptions to this include students with written permission to self-carry emergency medication such as epinephrine auto-injectors or asthma inhalers, and students with medication and supplies for the management of diabetes.
4. All medication that is not picked up by the parents/guardians by the last day of school will be discarded using the following procedure:
  - a. With the assistance of a witness, the school nurse will take unused, unneeded, or expired prescription drugs out of their original containers. This will be documented in the electronic health record.
  - b. School nurse will mix the prescription drugs with an undesirable substance, like used coffee grounds or kitty litter, and put them in impermeable, non-descript containers, such as empty cans or sealable bags, further ensuring that the drugs are not diverted or accidentally ingested by children or pets.
  - c. School nurse will remove medication labels and place empty containers in the trash.
  - d. School nurse will flush prescription drugs down the toilet only if the accompanying patient information specifically instructs it is safe to do so.
  - e. Alternatively, the school nurse may take prescription drugs to a pharmaceutical take-back location that allows the public to bring unused drugs to a central location for safe disposal.