

BROCKTON PUBLIC SCHOOLS
MEDICATION CHANGE PROTOCOL

Upon receipt of change in medication order:

- Place sticker on medication bottle; obtain new, correctly labeled prescription bottle as soon as possible.
- Amend medication sheet per enclosed example; see example.
- Enter nurse's note indicating change on back of medication sheet and sign.
- Attach new **dated** physician order to previous order.

CONTROLLED SUBSTANCE RETRIEVAL AND DISPOSAL

When a parent/guardian or designated adult retrieves controlled substances from the school, the school nurse will count and document the number of pills with the parent/guardian/adult and both parties will sign the back of the medication log.

Controlled substances not retrieved by the parent/guardian or designated adult must be destroyed. The school nurse, **with another school nurse or other certified staff member**, will:

- Count the pills remaining in each prescription bottle.
- Make note of the number of pills destroyed on the back of the medication log.
- Flush the pills in toilet or drain .

The school nurse and the other certified staff member will sign the back of the medication log to verify destruction.