**How to Set Up School Clinic Medication Books**

**Scheduled Medication and PRN Medication Book**

1. Label a Divider for each: Daily Medication/ PRN Medication / Diabetes / Training / Emergency Information / Miscellaneous
2. For Daily Medications place each Dispersion of Medication Form in a sleeve protector so that it is on the left side when opened. Use a hole punch and place Student Medication Record (SMR) on the right side so both are visible before giving medication. These are stored alphabetically.
3. For PRN medications provided by the parent, place each Dispersion of Medication Form in a sleeve protector so that it is on the left side when opened. Use a hole punch and place a PRN Student Medication Record (SMR) on the right side so both are visible before giving medication. These are stored alphabetically.
4. For Diabetes make 2 copies of Dr Orders (Diabetes Management Form or Medical Management Forms etc). Place the Dr Orders in a sleeve protector on the left side with a Blood Glucose Log on the Right. Place the Dr Orders in a sleeve protector on the left side with a Insulin Administration SMR on the Right. Place a copy of the Dr Orders in a sleeve protector on the left side with a PRN SMR for the Glucagon on the Right.
5. For Training, place all medication training and delegation forms here.
6. For Emergency Information, place a copy of the School Emergency Information Form, copy of School Emergency Plan, and copies of current staff’s CPR/First Aid cards
7. Place Medication Destruction Sheet in the back of the medication book.

If you have a large number of medications, you may set up separate books by alpha sections if needed (A-L, M-Z etc.), or use separate books for daily/PRN/diabetic.

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