

## **Policy for Medication Retrieval and Disposal from Schools**

- WHAT** All unused, discontinued, or outdated medication must be returned to the student’s parent/guardian or disposed of at the end of the school year.
- WHO** The School Administrator must designate a school staff member to coordinate the return or disposal of unused medication.
- WHY** California Ed Code and California Code of Regulations require that “medication is returned to parent or legal guardian where possible; such medication that cannot be returned to the pupil’s parent or legal guardian is disposed of by the end of the school year in accordance with the applicable law.” (CA ED sections 44871, 44873, 44874, 44875, 44876, 44877, 44878, 49400, 49422(a), and 49423; CCR, Title 5, sections 600, 601, and 609).
- HOW**
1. Parents/guardians must be notified two weeks prior to the end of school (no later than May 16) to retrieve the medication at school (parent/guardian letters are attached).
    - a. To ensure parent/guardian contact, it may be necessary to call the parent/guardian.
    - b. Send home a Request for Retrieval of Medication, with blank Medication Form and Emergency Care Plan (if needed) so that forms can be completed for the next school year.
  2. Document return of medication to parent/guardian on the School Medication Log, including the name of the medication and signatures of both the parent/guardian and school staff member.
  3. If the parent/guardian does not retrieve the medication:
    - a. Do not give medication to the student to bring home.
    - b. Do not dispose of unclaimed medication in the trash.
    - c. Medication should be brought to a Safe Medicine Disposal site near your school (see list of Safe Medicine Disposal sites).
    - d. Medication to be disposed of must be witnessed by another school staff member as it is put into an envelope and sealed.
    - e. Documentation on the School Medication Log must include:
      - Date of disposal
      - Medication name
      - Method of disposal (name of the Safe Medication Disposal site)
      - Source for directions of disposal method (e.g. WAD May 6, 2015)
      - Signatures of the person disposing of the medication and the witness to the disposal
      - Signature of Safe Medication Disposal site nurse receiving the envelope.

Questions? Contact the School Health Programs Nurse of the Day @ 415-242-2615