

STANDARD OPERATING PROCEDURES	Center Name:
	SOP No.:
	Effective Date:
	Page No.: # of #
Approval:	
PRH Reference: #	
Title: Over-the-Counter (OTC) Medications	

This SOP is just an example. Each center must create its own policy to meet its students' needs that complies with applicable state and federal laws.

A. PURPOSE

To provide guidance on how to safely provide Over-the-Counter (OTC) medications to students for self-management of minor illnesses and conditions.

B. POLICY

OTC medications are drugs that have been found to be safe and appropriate for use without the supervision of a health care professional, such as a physician, and can be purchased without a prescription. OTC medications contain ingredients that may be used to treat certain diseases or conditions with the appropriate dose and instructions for use on the container.

Students periodically develop minor symptoms that are easily managed with OTC medications. These symptoms may develop during the training day or when the Health and Wellness Center (HWC) is closed. Unlicensed (non-health) staff members are trained in the use of Symptomatic Management Guidelines and should have OTC medications available for student use when following these guidelines.

The Health and Wellness Manager (HWM), in conjunction with the center physician or other dispensing practitioner, must determine which, where, and how OTC medications will be made available to students outside of the HWC.

C. PROCEDURES

- OTC medications provided by non-health staff must be individually packaged for single doses in a properly sealed and properly labeled container.
- OTC medications must be safely secured by staff members who are trained and authorized to hold OTC medications for student use. This will vary by state law.
- If a non-health staff member who is responsible for the OTC medications suspects that there might be inappropriate use by a student, he/she must report this to the HWC staff as soon as possible.
- An OTC medication sign-out sheet must be kept with the OTC medication box. The sign-out sheet should include: the student's name, the medication taken, the signature of the student, and signature of the observing staff member (see OTC Sign-Out Sheet Template).

- The OTC sign-out sheet and OTC medication box must be returned to the HWC weekly for restocking the OTC medications and transferring the student information. Information from the sign-out sheet must be documented weekly on the Chronological Summary of Medical Care (SF-600).
- Self-help kits may be provided to students (**insert your center's policy here**). Education must be provided when distributed. Information should include an explanation that students are responsible for safeguarding their self-help kits. Self-help kits can be refilled as needed. HWC staff must document providing the self-help kit in SHR with what OTC medications were provided and how much. Self-help kit contents include (**example – please complete with kit contents, if applicable**):
 - 2-3 single dose packages of Tylenol 325 mg and/or Motrin 200 mg
 - Adhesive bandages
 - Hydrocortisone 1% cream
 - Condoms

D. DEFINITIONS

Over-the-Counter (OTC) Medications

Over-the-counter medications are non-prescription medications that can be purchased or obtained without a prescription. In some states, a physician's authorization is needed to administer OTC medications. Centers should check the requirements for administering OTCs in their respective state.

(FOR EXAMPLE: In California, Licensed Practical Nurses (LPNs) are not authorized to administer OTC medications within their scope of practice as defined by the state practice act.)