

Canyons School District Nursing Services

Protocol for Medication Disposal

Canyons District policy states that a responsible adult should pick up all unused or discontinued medication within 2 weeks following the last dose administered. All medication must also be picked up at the end of the school year. An earnest effort should be made by school personnel to contact the parents and notify them to pick up the medication.

All medication left at the school after this two week time period must be disposed of using the following protocol:

1. Parent notified to pick up medication within two weeks following the last dose given or within 2 weeks following the last day of school (document parent notification and/or parent retrieval of medication on *student medication record* under “notes” section).
2. Remaining medication not picked up after this time frame should **not** be thrown in the garbage, flushed down the toilet or sink or placed in red sharps container. **The medication should be disposed of in the following manner:**
 - Call your assigned district nurse to notify him/her of the remaining medication at the school.
 - Arrangements will be made by the district nurse to pick up the medication at the school.
 - The nurse will then take medication to an identified pharmaceutical drug disposal facility.
3. Disposition of the medication should be witnessed, signed and documented by two school personnel on the *student medication record* under the “notes” section.