

## Managing Student Medications at School sites

### GUIDELINES

Student medications are brought to school sites and are stored and dispensed from the health office. Present District policy requires school sites to return all leftover medications back to the student's household. Environmental regulations prohibit the disposal of unclaimed student medications into the sewer and trash. The unclaimed student medications must be disposed of in accordance with State of California Medical Waste Management Act requirements. The following guidelines should be used to manage student medications

- Store all student medications in a secure location.
- Keep the medications in the original containers.
- Notify or contact the students' parents/guardian 2 weeks prior to the end of the school year.
- Return all student medications to the students' parents/guardian at the end of each school year.
- In the event that the student medications are not claimed, use the following instructions:
  - Complete the attached Pharmaceutical Waste Tracking Document.
  - This includes all prescription, non-prescription and herbals in any form: caplets, tablets, pills, suppositories, liquids, suspensions, drops, inhalers, ointments, gels, creams, unused epinephrine auto-injectors and glucagon kits. **NOTE:** used epinephrine auto-injectors and glucagon kits must be placed in the sharps container. Follow the instructions at the bottom of the document.
  - Please provide your District email address for work request confirmation.
  - **For removal of any controlled substances**, complete the attached Controlled Substance Waste Tracking Document and follow the instructions at the bottom of the document.
  - Store the unclaimed student medications in a leak proof and rigid container.
  - Label the container with the following information:
    - Unclaimed Student Medication
    - Site name
    - Phone number
    - Accumulation start date.
- A new waste container will be brought to your site.
- Do not include mercury thermometers and other mercury containing devices that are not allowed at school sites, contact the safety office immediately.
- Contact the Safety Office at 858-627-7174, if you need assistance.

# San Diego Unified School District

## PHARMACEUTICAL WASTE TRACKING DOCUMENT

School Site / Generator: \_\_\_\_\_ Date: \_\_\_\_\_

Generator Site Address: \_\_\_\_\_

Site Contact / Staff List: \_\_\_\_\_ Email address: \_\_\_\_\_  
 Contact Phone: \_\_\_\_\_  
 Cellphone (optional) : \_\_\_\_\_

Emergency Response Telephone Number: (619) 540-8398 LQHE Permit Number: 114087

Consolidation / Receiving Facility Site Address: 2351 Cardinal Lane, San Diego, CA 92123 Permit #K07-114087

Days at site (circle) M T W T F Hours \_\_\_\_\_ to \_\_\_\_\_

Number of Containers	Type of Pharmaceutical Waste	Total Quantity

For additional types of pharmaceuticals, please provide an attached list

**Generator's Certification:** I hereby declare that the contents of this consignment are fully and accurately described above by proper shipping name and are classified, packed, marked, and labeled, and are in all respects in proper condition for transport by highway according to applicable international and national government regulations. This site generates less than 20 pounds of medical waste per week and compliant with all the requirements of California Health & Safety Code Section 118030.

Site Staff Printed / Typed Name	Signature	Date

Transporter Printed / Typed Name	Signature	Date

Receiving Facility Printed / Typed Name	Signature	Date

Please send via email [safetyoffice@sandi.net](mailto:safetyoffice@sandi.net) or school mail Attn: Safety Office or by fax (858) 573-5710

# San Diego Unified School District

## CONTROLLED SUBSTANCE WASTE TRACKING DOCUMENT

School Site / Generator: \_\_\_\_\_ Date: \_\_\_\_\_

Generator Site Address: \_\_\_\_\_

Site Contact / Staff List: \_\_\_\_\_ Email address: \_\_\_\_\_  
 Contact Phone: \_\_\_\_\_  
 Cellphone (optional) : \_\_\_\_\_

Emergency Response Telephone Number: (619) 291-7678 LOHE Permit Number: N/A

Receiving Facility Site Name and Address: School Police Services

Days at site (circle) M T W T F Hours \_\_\_\_\_ to \_\_\_\_\_

Number of Containers	CONTROLLED SUBSTANCES ONLY	Total Quantity

**Generator's Certification:** I hereby declare that the contents of this consignment are fully and accurately described above by proper shipping name and are classified, packed, marked, and labeled, and are in all respects in proper condition for transport by highway according to applicable international and national government regulations. This site generates less than 20 pounds of medical waste per week and compliant with all the requirements of California Health & Safety Code Section 118030.

Site Staff Printed / Typed Name	Signature	Date

Transporter Printed / Typed Name	Signature	Date

Receiving Facility Printed / Typed Name	Signature	Date

Please send via email [pdispatch@sandi.net](mailto:pdispatch@sandi.net) or school mail Attn: School Police or by fax (619) 725-7169