

## **Pharmaceutical / Medication Waste Procedures**

Pharmaceutical waste includes expired drugs, staff and students' personal medications, waste materials containing excess drug, and drugs that are intended to be discarded. Wayzata Public Schools will abide by Minnesota Pollution Control Agency guidelines on managing such regulated waste. To comply with federal and state rules, the District will adhere to the following procedures:

### Student Medication:

1. Where possible, all unused, discontinued or outdated medications shall be returned to the parent/guardian and the return appropriately documented.
2. After discontinuation of a medication, if the parent/guardian has not picked up medication within one month, it shall be discarded as Pharmaceutical Waste.
3. All medications shall be returned to the parent/guardian by the end of the current school year. When this does not/can not occur, the medication shall be discarded as Pharmaceutical Waste.

### Staff Medication:

1. Staff shall keep their own medication under their personal control.
2. If staff medications are found, immediately return the items to the owner. When this does not/can not occur, the medication will be discarded as Pharmaceutical Waste.

### Pharmaceutical Waste Procedures:

1. Material marked as Pharmaceutical Waste shall remain (when appropriate) in original containers. The on site staff will determine when a medicine is "waste".
2. Remove all personal information from the original container but keep the identity of the waste legible on the label. Please be careful, do not cut yourself.
  - i. Nurses and/or health assistants at each school will place each taped and/or sealed Pharmaceutical Waste container into a box with packaging. Seal/tape the box and label "To Rodger @ CSF" for final disposal.
  - ii. Label the box where the Pharmaceutical Waste was generated or where it came from. I.E. "From HS-Nurse", Building and Department.
3. Each building nurse and/or health assistant may contact the Health and Safety Coordinator at 763-745-5152 for any questions regarding proper disposal.
4. Proper disposal will include coordinating a pickup by the Health and Safety Coordinator with an approved Pharmaceutical Waste Transport Firm.
5. All license requirements and disclosures to Hennepin County, MN Pollution Control Agency, or other involved regulatory agencies is a responsibility of the Health and Safety Coordinator who can be reached at 763-745-5152 or [Rodger.Schaeffbauer@wayzata.k12.mn.us](mailto:Rodger.Schaeffbauer@wayzata.k12.mn.us)