

## Student Medication Guidelines

Medication should be given at home when possible. The first dose of any new medication **will not** be administered in the school setting. When medication is given at school, it may be given by the school nurse, or unlicensed, trained PCS staff. Medication that must be given at school should be brought to school by the parent/guardian whenever possible. If this is not possible, prior arrangements should be made with the school nurse or office staff. Medication that is sent to school with the student should be transported in the original container and placed in a sealed envelope and given to school personnel immediately upon arrival. The school will not be responsible for medication sent with a student while it is in transport.

### PRESCRIPTION MEDICATIONS

Parents must complete an **Authorization to Give Medication** form before any medication can be given. Before sending any medication to school, please read the following instructions.

- A separate **Authorization to Give Medication** form must be completed for each medication to be given at school.
- Prescription medication will be administered only as prescribed by the physician (or healthcare provider).
- The medication must be sent to school in the current **original container**, with the prescription label attached. For daily medication, the prescription label must specify the exact time that the medication is due. The pharmacy label must include the student's name, date dispensed, medication, dose, route and time for medication to be given. It should also include the prescriber's name and pharmacy information.
- There will be a 30 minute window before and after the assigned time that a medication may be given.
- For students that take daily controlled substances (narcotics and stimulants), it is preferable that this medication be brought into school by a parent and be counted with a staff member, if time permits. If this is not possible, the parent must drop off the medication in the original bottle in an envelope or bag that lists the amount of pills that are included in the bottle and the medication will be counted later by 2 staff members and documented. If the parent is not able to bring the medication to school, prior arrangements should be made with the school nurse. The school will not responsible for the medication while in transport (includes bus transportation) to school.
- If alterations in medications are needed (pills cut into  $\frac{1}{2}$ ), this must be done prior to being brought to school. School personnel will not alter any medication.
- This form expires at the end of the school year. If there are any changes in the dosage and/or times of medication administration during the school year, a new physician's order is required.

When getting prescriptions filled at the pharmacy, notify your pharmacist when dropping off the prescription that a bottle is needed for school and they should provide you with an extra bottle with the proper label on it. Please ask for additional bottle (empty) to be kept at school for field trips.

### NONPRESCRIPTION MEDICATIONS

All medication should be given at home when possible. Permission for common OTC medications, such as Tylenol, Ibuprofen, Tums, Benadryl, Neosporin and Hydrocortisone cream will be included in the enrollment packet at the beginning of each school year. All other nonprescription medications (over-the-counter) medications may be accepted on an individual basis. An Authorization to Give Medication form must be completed and signed by the

parent for that specific medication before the administration of the medication. The medication must be sent in its original, manufacturer's container - DO NOT SEND OTC MEDICATIONS LOOSE IN A BAGGIE as these medications will not be accepted for distribution to your child. Please note that medication will only be given according to recommended dosing instructions listed on the medication. If an over the counter medication is requested beyond packaging instructions, you must also provide a written order from a physician/healthcare provider with dosing instructions. All over the counter medications can be given NO MORE THAN 3 consecutive days. If the medication is needed beyond 3 days, a written order is required from a physician/healthcare provider.

### **STUDENTS WITH ASTHMA, DIABETES, SEIZURES, OR ANAPHYLACTIC ALLERGIES REQUIRING AN EPIPEN**

Each of these medical conditions requires a separate form (Care Plan) to be completed by the parent/guardian **AND** healthcare provider before the beginning of the school year or when a child is newly diagnosed with the medical condition during the school year. All forms must be completed within 2 weeks of the beginning of the school year or your child will not be permitted to come to school. This paperwork is only good for the current school year and will need to be completed each school year.

In certain situations, a written physician's authorization will allow a student to responsibly carry self-administered medication (Only for Inhalers, Insulin, EpiPen, seizure rescue medications). This authorization is included as part of the Care Plan. This Care Plan will be kept in the Health Room. If you would like your child to carry their own EpiPen or seizure medication, please note that there **MUST** also be an additional dose of that medication stored in the Health Room at all times (this does not apply to inhalers or insulin). The parent will be responsible for keeping track of the expiration date on any self-carry medications. It will also be the parent's responsibility to be sure the student carries their medication not only while at school, but also during off campus events.

### **OTHER MEDICATION INFORMATION**

\*All medication must be picked up at the end of each school year or make prior arrangements for the medication to be sent home with the student. The school will not store any medication over the summer. Any medications that are not picked up will be discarded according to regulations.

\*Medication and medical condition forms must be updated each school year.

\*Only one medication can be listed per "Authorization to Give Medication" form. If multiple medications are listed on one form, the form will not be accepted.