

Loyalsock Township School District

Protocol for the Administration of Medication During School Hours

Loyalsock Township School District recognizes that parents have the primary responsibility for the health of their children. The district strongly recommends that medication be given in the home; although, it realizes that the health of some children requires that they receive medication while in school.

Parents should confer with the child's physician to arrange medication time intervals to avoid school hours whenever possible. When medication absolutely must be given during school hours, certain procedures need to be followed to help ensure the child receives their medication correctly as ordered. ***Failure to follow the guidelines will result in your child not receiving prescribed medication.*** These guidelines cover all children in grades K-12.

For Prescription Medications:

1. The physician must complete and sign a **Loyalsock Township School District Medication Form**. The label on the outside of the bottle is NOT a physician order, nor is the medication printout from the pharmacy.
2. The parent must sign a **Loyalsock Township School District Request for Administration of Medication** consent form for administering medications.
3. Any medication to be given during school hours should be delivered directly to the school nurse or the school principal's designee by the parent or a responsible adult. The parent may be asked to sign a **Loyalsock Township School District Medication Receipt/Discard Form**.
4. The medication must be brought to school in the original pharmaceutically dispensed and properly labeled container (may not be written on by parent). Medications sent in Tupperware containers, envelopes, or plastic bags will not be given. If the dosage on the bottle does not match the dosage on the order form the medication will NOT be given.
5. Medication that is ordered three times a day may be given before school, after school, and at bedtime unless the physician indicates on the prescription order form that it must be given at lunch time.
6. Narcotic pain relievers may not be stored on the premises of the school.

7. In the absence of the school nurse the principal's designee will oversee the administration of medication.
8. Prescription medication will be kept locked in the nurse's office.
9. A log will be kept for any child receiving prescription medication during school hours.
10. Medication may be given either 30 minutes before or 30 minutes after the time ordered. The nurse will notify the parent if the student arrives to the nurse's office outside of this parameter.
11. In grades K-5 the school nurse will make appropriate staff aware of when a student needs to report to the nurse's office for medication. Students in grades 6-12 will be responsible for reporting to the nurse's office at the time the medication is to be given.
12. The first dose of any prescription medication must be given at home 24 hours before requesting the medication to be given at school. Parents should observe for side effects or any reactions.
13. If tablets must be cut, the parent is responsible for cutting tablets and bringing the correct dosage to school. The tablets should be prepared at home and brought to school in the correct form.

For Non-Prescription Medication:

Due to rulings by the State Board of Nursing, the Loyalsock Township School District will not dispense over-the-counter non-prescription medication at the parent's request.

1. Students are not permitted to bring over-the-counter non-prescription medications to school. This includes cough drops and throat lozenges.
2. A **Loyalsock Township School District Prescription Medication Order Form** must be completed and signed by a physician and a **Loyalsock Township School District Request for Administration of Medication** consent form must be signed by a parent for any over-the-counter medication to be administered at school.
3. Any medication to be given during school hours should be delivered directly to the school nurse or the school principal's designee by the parent. The parent may be asked to sign a **Loyalsock Township School District Medication Receipt/Discard Form**.

4. Over-the counter, non-prescription medications should be kept in the original container/package and labeled with the name of the student.
5. Acetaminophen and TUMS will only be given in accordance with the treatment protocol established by the school physician. Unless certain assessment criteria are met for administering these medications and parents have signed the permission card these medications will not be offered to students.

For Inhalers:

1. Students requiring inhalers during school hours must follow all guidelines for prescription medications.
2. Students who wish to carry their inhaler must follow Loyalsock Township School District policy regarding inhalers. Please contact the nurse's office for specific information. Students who wish to carry their inhaler must submit written consent from their health care provider.

Unused/Expired Medication:

1. Unused/expired medication will be returned to the parents for disposition.
2. Parents will be requested to pick up unused/expired medication.
3. The date, time, amount and name of medication being sent home will be recorded on the **Loyalsock Township School District Medication Receipt/Discard Log**. Parent should co-sign form.
4. If the parent does not pick up the medication by the end of the last day of school, the school nurse will destroy/discard any unused/expired medication. This act will be witnessed if the medication to be discarded is a controlled substance.

Other: Non-FDA approved products, herbal/dietary products, medications purchased from foreign countries, medical marijuana, or nontraditional preparations (including but not limited to: vitamins, supplements, homeopathic remedies, and essential oils) may not be administered by school personnel or student.

Additional information regarding medication administration:

1. Morning medications will **NOT** be given on days in which there is a delay unless the prescribing physician specifically writes that it may be given 2 and 3 hours later.

2. Medications will not be given if parents have forgotten or a parent refuses to give the medication.
3. Due to Confidentiality laws, parents will not be permitted in the health office while the nurse is caring for a student.

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