

ADMINISTRATION OF MEDICATION IN SCHOOL SETTINGS

1. The Diocese of Harrisburg recognizes that parents have the primary responsibility for the health of their children. Therefore, parents are requested to administer medication before or after school hours whenever possible.

2. Only medication in the original container and provided by parents/guardians may be administered to students. No other medication will be administered.

3. If it is essential that a student receive prescription medication during school hours, the following procedure is to be followed:

a. All **prescription** medication must be in the original properly labeled container. The container should be "child-proof" and labeled by a pharmacist or a physician. The **original** container is to be accompanied by a form containing the information listed below:

- 1) student's name
- 2) name of physician prescribing the medication
- 3) name of medication with physician's directions including:
 - a) amount to be given
 - b) time to be given
 - c) date(s) to be given
 - d) reason
- 4) curtailment of specific school activities (if any)
- 5) other medications which the student is taking
- 6) PARENTAL/GUARDIAN Permission

b. For a student on long-term medication, a face-to-face or phone conference with parents/guardians concerning the student's plan of care is required. The plan of care must be written and included as a part of the student's school health record.

c. Students with diabetes, hemophilia, asthma, or other chronic illnesses, are often taught self-administration as an integral part of appropriate self-care and self-management. In such circumstances, medication may be self-administered (by the student himself/herself) with appropriate physician/parental request and approval. In such cases, self-administration may vary, (in terms of needed assistance), depending on age, any chronic conditions, the nature and severity of the illness, parental consent, and physician recommendation.

d. Since most schools do not have the full-time services of a nurse, the Principal shall designate in writing, the person(s) authorized to administer medication or to monitor self-administration of medication in the absence of a school nurse. The Principal is responsible for ensuring that the designated person(s) are thoroughly familiar with the principles of medication administration and the side and desired effects of specific medications that are to

be administered.

e. A Medication Log shall be maintained in the school office or Health Room. The physician and parental medication request form shall become part of the student's health record.

f. All medication permission forms are to be retained for the duration of the prescription.

4. **Over-the-counter** medication is to be administered only with the written authorization of the parent/guardian and the approval of the Principal/designee. If it is essential that a student receive over-the counter medication during school hours, the following procedure is to be followed:

a. All over-the-counter medication must be in the **original** container accompanied by a form containing the information listed below:

- 1) student's name
- 2) name of medication with parent/guardian's directions including:
 - a) amount to be given
 - b) time to be given
 - c) date(s) to be given

5. Medications must be stored in a locked cabinet in a secured area that is convenient to the person responsible for administering medication.

6. Students are permitted to carry on their person prescription medication only with the physician's authorization and over-the-counter medication with parents/guardians authorization. Students are not permitted to retain medication in the property assigned for their usage (e.g. desks, lockers, etc.).

7. Specific procedures to implement this policy may be established by the local school.

Policy Adopted:
June 14, 1996

NCD/Bishop of Harrisburg