

**Williamsport Area School District
Department of School Health Services**

Protocol for the Administration of Medication During School Hours

The Williamsport Area 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 **PHYSICIAN'S ORDER FOR PRESCRIPTION MEDICATION** (Side A), the prescription order 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 **PARENTAL AUTHORIZATION AND INDEMNIFICATION FOR THE GIVING OF MEDICINE** (Side B), the consent form for administering prescription medication.
3. Any medication to be given during school hours should be delivered directly to the school nurse, the health room technician or the school principal's designee by the parent or a responsible adult. Parent may be asked to sign **MEDICATION RECEIPT AND 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, 30 days will be given for the parents to obtain a correct bottle/label. Parents may request a new label from the pharmacy before a refill. After 30 days, the medication will NOT be given until a correct bottle is received.
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. If your child requires a narcotic pain reliever, please contact the school nurse.
7. In the absence of the school nurse, the health room technician or 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 60 minutes before or 60 minutes after the time ordered.
11. Students in grades 6-12 will be responsible for reporting to the nurse's office at the time the medication is to be given. In K-5, individualized plans will be made for the administration of medication by the school nurse or the school nurse's designee.
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 Williamsport Area 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 ***unless accompanied by a doctor's order.***
2. Acetaminophen, Tums and calamine lotion will only be given in accordance with the treatment protocol established by the school physician. Unless certain conditions are met for administering these items and parents have signed the permission card or indicated permission electronically, these items will not be offered to the students. The authorization shall be effective from the date of signing until graduation or revoked by parent/guardian in writing.

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 the WASD 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 via written notice.
3. The date, time, amount and name of medication being sent home will be recorded on the **MEDICATION RECEIPT AND DISCARD FORM**. Parent should co-sign form.
4. If the parent does not pick up the medication by 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.

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 or 3 hours later.
2. Medications will not be given if parents have forgotten or a parent refuses to give the medication.
3. Each health office will have a designated red zone for medication administration. There will be no interruptions permitted when the nurse is in the red zone.
4. Due to Confidentiality laws, parents will not be permitted in the health office while the nurse is caring for a student.