

Wyoming Valley West School District
Medication Policy

Dear Parent/Guardian:

The Wyoming Valley West School District recognizes that it is more desirable for medication to be administered in the home. However, any student who is required to take medication during school hours must comply with school district regulations.

The following policy for administering medication by school personnel shall be adhered to:

1. Medication required by students shall be given by parents whenever possible. Medication prescribed 3 times a day shall be given at home unless indicated by a physician. **Morning medication is the responsibility of the parents.**
2. The self administration of medication by students during school hours shall be done only in exceptional circumstances wherein the child's health may be jeopardized without it. It is preferred that times of medication be adjusted so that only one dose is administered in school during lunch.
3. Initial dose of medication is not to be self administered in school.
4. It shall be the responsibility of both the parent and the student to inform the school nurse of any medication, inhaler or medical equipment brought to or used in school. At no time are **students** permitted to transport medication to or from school on any level. If a student is to receive medication during school hours, the medication must be delivered to the school by the parent or guardian. Prescription medication must be in the original container. This policy includes over the counter items such as Tylenol, Motrin, etc.
5. Medication is to be accompanied by a physician's written statement which shall include a diagnosis, type of medication, dosage, duration, instructions for administering and possible side effects, along with written parental consent with the school nurse. Such prescribed medication shall include patented drug, over-the-counter medicine, vitamins, herbal medicines, and cough drops. This document will be kept on file with the school nurse. Medication is to be received by the school in packaging according to current pharmacy standards. **No narcotic pain relievers will be administered at any time. Any medication(s) that do not follow the above guidelines will not be administered. In addition, each student MUST provide the school nurse with a medication administration consent form.**
6. Daily prescribed medications will not be administered on days with 2 and 3 hour delays.

7. The parent shall be responsible for supplying the medication and the “Request for Administration of Medication” form to the school. The “Request for Administration of Medication” form includes the physician’s statements and the parent’s authorization. These statements will release school personnel from liability should reactions result from medication.
8. The parent of a child with a known severe allergic reaction to stinging insects or other allergies requiring medication must notify the School District and complete a “Request for Administration of Medication” form. Parents should supply their child’s medication and maintain current shelf life.
9. Students are not permitted to carry Epipens or inhalers in school unless absolutely necessary and with knowledge of the school nurse. Physicians order must state that the child will carry the medication.
10. **Under no circumstances should school personnel provide any medication to students including cough drops.**
11. At the end of the school year, it is the responsibility of the parent/guardian to pick up any leftover medication; otherwise it will be disposed of.

If you have any questions concerning the above policy, please contact the school nurse or building principal.

- ***Note:* The ultimate responsibility for administration of medication belongs to the parent/guardian. As such, the parent/guardian is responsible to insure that the school nurse has the correct medication in the pharmacy-dispensed container, the correct dosage, and the correct documentation on file.**

Revised: April 2011

Wyoming Valley West School District

POLICY ON STUDENTS TAKING MEDICATION DURING THE SCHOOL DAY

Wyoming Valley West School District recognizes that it is more desirable for a student to receive medication at home. However, students who are required to take medication during school hours must comply within Wyoming Valley West's policies regarding medication administration. Medication to be taken during school hours must be prescribed by a medical professional licensed by the state of Pa. to do so. Such prescribed medication shall include patented drugs (prescription medication), over-the-counter medicine, vitamins, herbal medicines, and **cough drops**

The Wyoming Valley West School District will not be responsible for the diagnosis or treatment of any student's illness.

Due to the legal liability of administering medication to student during the school day, the following policy will be in effect.

1. The parent/guardian or designee must meet with the school nurse or principal (if the nurse is not available) to obtain the Wyoming Valley West School District medication form(s). This form must be completed **and signed** by the prescribing doctor and the parent/guardian for each medication to be administered during school hours.
2. The parent/guardian or designee **must transport a weekly** supply of medication in the pharmacy-dispensed container for the student to the school. The medication must be labeled with the student's name, name of medication, dosage to be given and time to be given. An improperly labeled container of medication will not be given because the risk of liability is great. **Parental consent MUST accompany a doctor's order. At no time are students permitted to transport medication to or from school.** If a student is to receive medication during school hours, the medication must be delivered to the school by the parent or guardian. Prescription medication must be in the original container. This policy includes over the counter items such as Tylenol, Motrin, etc.
3. If a nurse is not present, the parent/guardian or other person authorized by the parent/guardian should administer the medication.
4. In special cases not meeting with the conditions above, a meeting must be held with the principal, the nurse, teacher and the parent(s) to determine and meet the needs of that child.

Note: The ultimate responsibility for administration of medication belongs to the parent/guardian. The parent/guardian is responsible to insure that the school nurse has the correct medication in the pharmacy-dispensed container, the correct dosage, and the correct documentation on file.

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