



Student Registration Packet

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Form – Guidelines for Administration of Medication During School Hours (Page 1 of 3)

The Wissahickon School District recognizes that parents have the primary responsibility for the health of their children. Although the District strongly recommends that medication when necessary should be given at home, it realizes that the health of some children requires that they receive medication / treatment while in school. Parents should confer with the child's primary care provider to arrange medication / treatment time intervals to avoid school hours whenever possible. When medication / treatment absolutely must be given during school hours, certain procedures must be followed:

- Any medication to be given during school hours must be delivered directly to the School Nurse. The medication must be brought to school in the original pharmaceutical dispensed and properly labeled container. All controlled medications must be delivered to the School Nurse by an adult, counted and recorded on the student's medication log. As per the *PA Controlled Substances Act*, no more than a thirty school day supply for any one medication should be stored at school.
- All Medication / Treatments must be accompanied by authorization in writing on the WSD "Prescription Medication Dispensing Form," by a board certified prescribing provider (i.e., physician, advanced practice nurse, psychiatrist, or dentist). The WSD "Prescription Medication Dispensing Form" can be obtained from the school health office or on the WSD website. This form must contain the following information:
 - a. Student name and grade
 - b. Name of medication to be given
 - c. Reason for medication/treatment
 - d. Dosage (amount to be given may not exceed manufacturer's recommended dosage); total dosage within 24 hours
 - e. Route of medication/treatment
 - f. Exact time medication/treatment is to be given
 - g. Possible side effects and treatment of possible side-effects
- The "Prescription Medication Dispensing Form" must also be signed by a parent/guardian for ALL medications/treatments. (Note: this form is renewed annually.)
- No emails or telephone requests will be accepted.
- Students in grades 6 through 12 will be responsible for reporting to the Nurse at the time the medication / treatment is to be given. In grades K through 5, individualized plans will be made for the administration by the School Nurse.

PRESCRIPTION MEDICATIONS

1. Prescription medications, including inhalers and Epi-pens/Auvi-Q, must be brought to school with the pharmaceutical label on the container that includes the student and prescribing health care provider names. The prescribing health care provider may fax written orders to the School.
2. In order for a student to carry an inhaler or Epi-Pen/Auvi-Q for self-administration, a form requesting such must be signed by the physician and parent/guardian stating the student has been given instruction regarding the medication and direction to report to the School Nurse if self-administered as per Policy 210.1. (Obtain form from the School Nurse.) The appropriate form can be found on the WSD website.
3. If there is a change in medication or dosage, a new form must be completed by the physician and signed by the parent.



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OVER THE COUNTER MEDICATIONS

1. Over-the-counter (OTC) medications must be provided by the parent/guardian and accompanied by a written note with the information outlined above. No OTC medication will be administered without a written note. No homeopathic or herbal product will be administered without a primary care provider order.
2. The Wissahickon School District Consulting Physician allows for administration of certain OTC medications including acetaminophen, ibuprofen and caladryl lotion. In the event of an unexpected allergic reaction in your child, liquid diphenhydramine and Epi-Pens/Auvi-Q are also available. The parent/guardian must continue to provide Epi-Pens/Auvi-Q for children with known severe allergic responses.
3. The School Nurse reserves the right to withhold administration of an OTC medication within the first two hours and the last one hour of the school day to protect the student from excessive medication ingestion.

All medication, both prescription and OTC, must be kept in the Nurse's Office other than medication covered under Policy 210.1.

The Office of Student Services