



BUTLER AREA SCHOOL DISTRICT

MEDICATION IN SCHOOLS

Dear Parent(s) or Guardian(s):

According to School District Policy #210, Use of Medication, the Butler Area School District shall not be responsible for the administration of any medication unless there is written authorization by a physician and a signed parent consent form. **Please note: this applies to both prescribed and over-the-counter medications.**

Due to the demands made upon our health room personnel, requests for administration of medication during school hours should only be made when failure to take such medicine would jeopardize the health of the student or the student would not be able to attend school if the medicine were not made available during school hours. It is the parent's responsibility to supply all medications to be taken at school.

PROCEDURES:

Under these conditions, the school district will cooperate with parents and their medical practitioners in giving medications. The following procedures should be followed when making a request for administration of either prescribed or over-the-counter medications:

1. Complete the appropriate Medication Authorization Form(s). Forms are available in the nurse's office in each building and/or on the BASD Website (Click on Department Tab on home page, scroll down to Health Services section, under Health Services, Click on Health Services Forms, choose the Authorization for Medication Form).
2. When possible, the parent or guardian should bring the completed Medication Authorization Form(s) and the medication to the school and give it to the appropriate personnel.
3. The container for the medication, either prescription or over-the-counter, shall be in the original container from the pharmacy. The container for the prescription medication must carry the following information:
 - A. Name of student
 - B. Name of physician
 - C. Name of medication
 - D. Dosage amount
 - E. Time to be given

Send only enough medication to be taken at school for the duration of the need. Your pharmacist, upon request, will divide the prescription medication into two separate labeled containers-one for use at home, the second for use at school.

4. The following guidelines control the administration of the medication:
 - A. The medication shall be locked in a cabinet or other secure container.
 - B. School personnel will keep a record of the administration of medication and destroy unused medication or have it picked up by the parent or guardian.
 - C. All medication is to be taken in the presence of the school nurse or health technician/the principal or his/her designee.
 - D. Students may self-administer rescue medications i.e., asthma inhalers and epinephrine auto-injectors. A Rescue Medication Self-Administration Authorization Form must be completed. Parents should review School District Policy #210.1, *Possession/Use of Asthma Inhalers/Epinephrine Auto-injectors* for procedures governing this policy. The policy is posted on the District website.
5. The parent or guardian of the child must assume responsibility for informing the school of any changes in the child's health or change in medication. Newly completed Medication Authorization Form(s) will be required with each change in medication and at the beginning of each school year.

Based upon the recommendation of legal counsel, the direction of professional health organizations, and a research of best practices, our policies require doctor's written authorization for both prescriptions and over-the-counter medications. We believe that such a stipulation provides for ensuring the proper administration of medication to our students.

If you have any questions regarding this policy, please call your school nurse:

Center Avenue	Michele Smith, 724-214-3965
Center Township	Lynn Zidek, 724-214-3806
Connoquenessing	Debra Bowser, 724-214-4043
Emily Brittain	Tracy Futscher, 724-214-4204
McQuiston	Michele Harold, 724-214-3903
Northwest	Kathryn Marik, 724-214-4104
Summit	Tracy Futscher, 724-214-3883
Middle School	Janet Kraus, 724-214-3620
Intermediate High	Kimberly Halter, 724-214-3430
Senior High	Judy Zarnick/Ashely Miller, 724-214-3227

Sincerely,



Brian White Jr.,
Ed.D.Superintendent