

## Medication Policy

The NY State Education Department regulates the administration of all medications (prescription and over-the-counter, including cough drops) and has detailed regulations in the administration of medications in public and private schools. Our Policies below are based on those mandates.

- Parents and physicians are required to attempt to arrange all medication/treatment administration around school hours. Drugs requiring three times a day administration are to be given before school, after school and before bedtime.
- All physicians' orders must be in writing; verbal physician orders are not accepted.
- The School Nurse (or trained school personnel under the supervision of the school nurse) must administer all prescriptions and over-the-counter medications.
- All medication is administered in the Nurse's Office. Parents arriving at school to administer medication to their child must do so in the Nurse's Office. The student is responsible for taking medication every day. The Nurse's Office is not responsible for calling down the student.
- Narcotic (opiate) medications, such as Vicodin (hydrocodone), Oxycontin (oxycodone), etc. are very potent pain relievers. No child taking these medications is allowed to come to school while taking them. These drugs will not be administered at school, are not to be brought to school, or taken when coming to school, to do so is in direct violation of our school policies.
- All medications, whether prescription or over-the-counter, (OTC medications include but are not limited to: Tylenol, Advil, cough drops, Chloraseptic, Anbesol, topical ointments and sun screen) requires a physician's order for school administration as well as parental consent. When a child has multiple medications each medication ordered requires a separate form. Forms are available on the school web site and the school nurse's office.
- The physicians order must include the name of the student, the name of the medication, doses, route, and time to be administered during the school day.
- It is the parents/guardians responsibility to be aware of any expiration dates on medications they provide for school administration and to provide the school with up-to-date medication prior to any expiration dates.
- Management plans (diabetic, asthmatic, allergy, etc.) are not acceptable physician orders. Physician order forms are required for all medications and treatments.

- All medications, including over-the-counter medications, are to be delivered to the school nurse by a parent. This is state law. Please, **DO NOT send any medication to school with the student.**
- Medications need to be in original prescription bottle(s) or original over-the-counter bottle(s). Pharmacies will provide “school bottles” if requested. The container must be properly labeled with the students name, name of medicine, dose and time to be administered.
- All medication is kept in the Nurse’s office. No student is to carry any medications, prescribed or over-the-counter, on their persons, in their backpacks, or lockers.
- Children with life threatening issues who must carry emergency medications on their persons are allowed to do so only with physician and parent written authorization.
- The school has a nebulizing machine so students with the appropriate physician orders and parent consent may receive these treatments during school. Parents are required to provide the individual tubing, medication reservoirs, and any associated medications.
- New medications orders must be provided for each school year. All medication orders expire the last day of school at which time all medications must be picked up by parents/responsible adult. Any medication not retrieved after close of school on the last day of school is destroyed. Discontinued medications must be retrieved by parent/guardian within one week of discontinuation. After seven days medication will be destroyed.
- Our school physician provides standing orders for over-the-counter medications for pain relief and fever. The purpose of these medications are to assist children to complete the school day when suffering minor headaches, pain, menstrual cramps, etc. **These medications are available to students only with parental written request.** The Standing Order Parental Permit forms are issued at the beginning of the school year and can be found on the website.
- Our school physician will also provide a Non-Patient Specific order for anaphylactic agents (epinephrine, Benadryl), Albuterol Metered Dose Inhalers and liquid Albuterol for use in a nebulizer. **This order is for emergencies only.**