

Gilman School Health Center

Medication Administration Protocols 2025-26

The Health Center is stocked with basic over-the-counter medications, which are dispensed according to protocols developed by the School Physician and in accordance with parental permission on the Annual Health Forms in Magnus.

To ensure student safety and comply with state law, all medication administration, whether over-the-counter, prescription, or homeopathic, must be coordinated with the Health Center.

If possible, prescription medications should be given at home.

Lower School: Students who take daily medication at school or keep emergency medication at school must have a medication order or Emergency Action Plan completed by their healthcare provider and signed by a parent/guardian. The medication is kept in the Health Center, and the forms must be completed annually.

Middle and Upper School: Students must also come to the Health Center for all medications, except those who require emergency medications such as EpiPens or inhalers. Health Care Providers may give written permission for these students to carry an EpiPen or an inhaler during the day, or to keep the medication in a backpack or locker. If a Middle or Upper School student opts to carry an Epi-pen or inhaler, a medication order or Emergency Action Plan signed by a parent/guardian and prescribing doctor must be on file in the student's Magnus records and updated yearly. Parents must also complete the online Permission to Self-Carry form in their child's Magnus folder annually.

Health Center Formulary:

Note: All medications are given according to labeled instructions regarding dosage and age.

1. ALLERGY, COLD, AND COUGH
 - a. Benadryl (includes 25 mg tablets, oral suspension 12.5 mg/5cc)
Used for temporary relief of seasonal, environmental allergies, or mild reactions to food or insect stings. Also given for severe food or insect sting allergies per the student's Emergency Action Plan.
 - b. Cough Drops (menthol 7 mg, Halls or generic)
Used for cough due to cold or relief of minor throat irritation or sore throat.
 - c. Chloraseptic Lozenges
Used for temporary relief of sore mouth and throat pain.
 - d. Pataday Eye Drops (Olopatadine Hydrochloride ophthalmic solution 0.7%)
Used to relieve eye allergy itch caused by pollen, ragweed, grass, animal hair, and dander.

- e. Zyrtec (cetirizine hydrochloride 10 mg tabs and liquid 5 mg/5cc)
Used for temporary relief of seasonal or environmental allergies: runny nose, sneezing, itchy, watery eyes, itchy nose, and throat.
2. GASTROINTESTINAL UPSET
- a. Tums (Calcium Carbonate 500 mg)
Used for relief of heartburn, sour stomach, acid indigestion, and upset stomach associated with these symptoms.
3. EMERGENCY (stock prescription medications)
- a. Albuterol MDI/Nebulizer
Used for relief of bronchospasm for students with a documented history of asthma who do not have an inhaler available at school. Use of the inhaler is immediately reported to parents and arrangements are made for an inhaler to be kept on campus. The Health Center also has a nebulizer machine available for student use. Parents provide masks, tubing, and medication as needed per MD permission.
- b. Epi-Pen and Epi-Pen Jr. (Epinephrine 0.15 and 0.3 mg)
Used in emergency situations to treat severe allergic reactions/anaphylaxis in students with known or unknown life-threatening allergies who do not have an EpiPen immediately available.
4. PAIN RELIEVER/FEVER REDUCER:
- a. Acetaminophen (includes generic 325 mg tabs and Children's Tylenol Oral Suspension 160 mg /5ml).
Used for temporary relief of minor aches and pains: headache, muscular aches, toothache, and for temporary reduction of fever.
- b. Ibuprofen (includes generic 200 mg tablets, Children's Motrin 100 mg /5ml)
Used for temporary relief of minor aches and pains: headache, muscular aches, toothache, and for temporary reduction of fever.
5. TOPICAL TREATMENTS
- a. Anti-itch cream: Hydrocortisone cream 1%.
Used for temporary relief of itching and pain associated with minor skin irritations such as poison ivy, insect bites, and sunburn.
- b. Anti-fungal cream: Clotrimazole 1%
Used for fungal infections, including tinea pedis, tinea cruris, and tinea corporis, when students have been diagnosed with the above and forgot to apply medication at home.
- c. Caladryl Clear (Pramoxine HCl 1% and zinc acetate 0.1%).
Used for temporary relief of pain and itching associated with rashes due to poison ivy, oak, or sumac.
- d. Eye Wash (Purified Water)
Used in an emergency to help flush loose foreign materials or chemicals from the eye. Also used to help relieve eye irritation, burning, itching, and

stinging by removing irritants such as chlorinated water, pollen, or dander.

e. Aloe Gel:

Used to soothe minor burns and skin irritation.

f. Triple Antibiotic Cream (Used in the Athletic Training Room Only)

Used to prevent infection in minor cuts, wounds, and scrapes.

g. Wound Wash with Benzethonium Chloride (Used in the Athletic Training Room Only)

Used to clean minor cuts, wounds, and scrapes.