

SCHOOL POLICY: ACCEPTING AND ADMINISTERING PRESCRIPTION AND OVER THE COUNTER MEDICATION

In order to ensure the health and safety of all students; the following guidelines must be followed regarding accepting and administering medications in our schools:

1. Medications must be delivered to the school nurse by the parent/guardian, or responsible adult designated by the parent/guardian, in a pharmacy or manufacturer labeled container, with the current order date.
2. Please bring in no more than a (30) thirty-day supply of medication.
3. Upon the receipt of medication, the school nurse will count medications in the presence of the parent/guardian/adult designee. The count of medication received will be recorded on the medication administration log, and both parties will sign and date. The same procedure will take place if medication is returned to parent/guardian/ responsible adult.
4. Parent/Guardian Consent Form must be completed before any medication can be given at school.
5. A written Medication Order must be completed and signed by a prescriber licensed by the Commonwealth of Massachusetts (physician, nurse practitioner, etc.) before medication can be given.
6. These guidelines include prescription, over the counter as well as any natural/herbal medicines.
7. Any discontinued medications must be picked up within seven (7) days or the school nurse will dispose of the medication. All prescription and OTC medications that are being discontinued for any reason must be documented in a written notice from a parent/guardian OR a written physician's order. A verbal request to discontinue or hold a medication will be honored, but this must be followed up in writing.
8. Medication may be administered by a responsible med delegated staff member in the absence of the school nurse.

Paperwork for medication administration must be renewed each school year.

PLEASE NOTE: NO STUDENT IS ALLOWED TO CARRY MEDICATION TO OR FROM SCHOOL. WITH THE EXCEPTION OF MEDICATION FOR DIABETES, ASTHMA, CYSTIC FIBROSIS OR LIFE THREATENING ALLERGIES, IF A STUDENT IS FOUND CARRYING MEDICATION IT WILL BE CONFISCATED, SECURED AT THE NURSES OFFICE, AND THE PARENT/GAURDIAN/DESIGNEE WILL BE CALLED TO COME IMMEDIATELY TO SCHOOL TO FOLLOW ABOVE GUIDELINES. FOR THE SAFETY OF STUDENTS AND STAFF, ALL STUDENTS RECEIVING MEDICATIONS AT SCHOOL MUST HAVE A CURRENT PICTURE ON FILE WITH THE SCHOOL NURSE. A PARENT MAY PROVIDE THE PICTURE OR THEIR SCHOOL PICTURE WILL BE USED.

Thank you for cooperation in this matter and we look forward to working with you and your children.

Beth Moffatt / School Nurse Coordinator
School Health Unit Management/Title

Date: 9/12/24

School Nurse

Date: _____ Tel.# _____
Doc: Medication Acceptance and Administration Policy