

WEST CHESTER AREA SCHOOL DISTRICT  
MEDICATION POLICY

**Medications in school will be given only by a licensed nurse, per Pa. Nurse Practice Act.** If a building nurse is not available the Health Services Coordinator will be contacted and another nurse will be sent to the school for the purpose of medication administration.

**NO MEDICATIONS WILL BE GIVEN IN SCHOOL WITHOUT SPECIFIC ORDERS FROM A HEALTH CARE PROVIDER AND THE WRITTEN REQUEST FROM A PARENT/ GUARDIAN.**

To avoid confusion concerning the administration of medication(s) during school hours and/or school activities, the following requirements **must** be met before any medication will be administered to your child while he/she is in school. For the safety of all WCASD students it is essential that all medications are only stored in a locked cabinet in the Nursing Office.

**TYLENOL, ADVIL, TUMS and BENADRYL or their generic equivalents will be given to students if the nurse feels it is medically indicated, but only if the Yellow Emergency Card sheet has been signed for the year indicating the parent has given permission for such.**

**FOR ALL OTHER NON-PRESCRIPTION MEDICATION (including nutrition supplements and homeopathic remedies)\*\* please note important change**

- A Health Care Provider's **(M.D./D.O, CRNP) written order** for the nurse **must** accompany any medication other than generic Tylenol, generic Advil, antacids, and Benadryl for serious allergic reactions. (WCASD nurses already have standing orders for those four products from the district's consulting physician). *For example, a parent could provide the nurse at the start of the year with trial size bottle of Robitussin and a doctor's "PRN" order written as "for 09-10 school year give student Mary X Robitussin 1 tsp. q4 hours as needed for cough, and signed/dated by the doctor."*
- Please refer to separate Frequently Asked Questions sheet regarding new medication procedure for other concerns
- You can certainly use the M-26 form found here, for both doctor and parent signatures, as before.
- A **parent/guardian note** requesting the medication administration with instructions must be provided.
- For your child's safety, medication must be in the original, labeled container. The expiration date must be evident.
- Only over the counter medications described in the current edition of the PDR for non-prescription drugs will be administered.

**FOR ALL PRESCRIPTION MEDICATIONS- DAILY, and TEMPORARY or SHORT-TERM**

1. A Health Care Provider's **(M.D./D.O, CRNP) written order** for the nurse must accompany the medication, including date, time of medication, and dosage. A new order is required at the start of each school year. A pharmacy label and/or a stamped order **do not** meet the state

requirements of a written HCP's signature. A new prescription order is also needed for any medication dosage or time change. When a medication is discontinued, we also request the parent/ guardian provide us with a written order from the Health Care Provider.

2. A **parent/guardian note** and/or signature requesting medication administration as prescribed by the Health Care Provider must be provided.
3. Medication must be clearly labeled in the **original, most current container** from the pharmacy and label must include:
  - a. Student's Name, Medication, Dosage
  - b. Instructions for Administration
  - c. Health Care Provider's Name

We suggest the pharmacist supply two labeled containers, one each for home and school.

**NO MEDICATION WILL BE ADMINISTERED UNLESS THESE REQUIREMENTS ARE MET.** Medications given less than 4x/day should be administered at home, unless otherwise ordered by the Health Care Provider. Please notify your school nurse of any changes in your child's health status .

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6/09