

MEDICATION ADMINISTRATION DURING THE SCHOOL DAY

Dear Parents/Guardians:

This notice is to remind you of the Ringgold School District's "Medication Administration" policy.

The District recognizes that in some circumstances a student's medical condition may require medication during school hours. The district policy for administration of medication by school personnel is based on Pennsylvania State Law as well as administrative guidelines issued by the Pennsylvania Department of Health.

The administration of **any** medication by school personnel requires **written instructions from your Physician, CRNP, or PA** and **written permission from the parent or guardian**. This includes prescriptions and over the counter medicine (Tylenol, cold tablets, cough syrup, etc.) Medication orders may be faxed directly to the school from the physician's office.

Students are not permitted to carry or self-administer medication in school. All medicines should be taken to the health office immediately. Students with an asthma inhaler, EpiPen or Insulin may keep the medication with them to self-administer only if the prescribing physician, CRNP, or PA determines it is a medical necessity and completes the **"Authorization for Students to Carry Asthma inhalers or Epinephrine Auto-Injector" portion of the form.**

Procedure for the school accepting student medication

- Medication must be brought to school in the original labeled prescription or over the counter bottle. If medication is sent to school in a bag, envelope, or other container, it will **not** be given by school personnel.
- A responsible adult will hand the medication to the nurse or office staff in the event the nurse is not available. The medication will be counted in front of the parent/adult and recorded on the designated log in the nurse's office and signed by the school employee and the parent /guardian.
- All forms and medication will be kept confidential and locked in the school nurse's office.
- Please pick up your child's medication at the end of the school year. All expired medication will be properly disposed of by the school nurse.
- For each new school year, you must submit a new medication order from the Physician, CRNP, or PA.
- Weather delay often disrupts the student's medication time at home. The school dose must be adjusted accordingly. For your child's safety, no medication will be given to your child unless you provide specific instructions by phone or note indicating the time the medication is to be taken in school.

NO MEDICATION WILL BE ADMINISTERED WITHOUT A PHYSICIAN'S WRITTEN ORDER

We thank you for your cooperation in keeping our children safe and healthy!