

ADMINISTRATION OF MEDICATION IN SCHOOL SETTINGS

1. The Diocese of Harrisburg recognizes that parents have the primary responsibility for the health of their children. Therefore, parents are requested to administer medication before or after school hours whenever possible.
2. Only medication in the original container and provided by parents/guardians may be administered to students. No other medication will be administered.
3. School personnel are prohibited from giving the first dose of any medication.
4. School personnel cannot prescribe or administer any medication on their own authority; including non-prescription (over-the-counter) medication e.g. student complains of a headache and requests Tylenol.
5. Medications in the custody of the school must be stored in a locked cabinet in a secured area, which is convenient to the person responsible for administering medication.
6. Specific procedures to implement this policy may be established by the local school.
7. **Administration for Prescription Medication**
 - a. All prescription medication must be in the original properly labeled container. The container should be "child-proof" and labeled by a pharmacist or a physician. The original container is to be accompanied by a form containing the information listed below:
 - 1) Student's name
 - 2) Name of physician prescribing the medication
 - 3) Name of medication with physician's directions including:
 - a) Amount to be given
 - b) Time to be given
 - c) Date(s) to be given
 - d) Reason
 - 4) Curtailment of specific school activities (if any)

- 5) Other medications which the student is taking
 - 6) PARENTAL/GUARDIAN Permission
- b. For a student on long-term medication, a face-to-face or phone conference with parents/guardians concerning the student's plan of care is required. The plan of care must be written and included as a part of the student's school health record.
 - c. Students are permitted to carry on their person prescription medication only with the physician's specific authorization to do so. Students are not permitted to retain any medication in the property assigned for their usage (e.g. desks, lockers, etc.).
 - d. Students with diabetes, hemophilia, asthma, or other chronic illnesses, are often taught self-administration as an integral part of appropriate self-care and self-management. In such circumstances, medication may be self-administered (by the student himself/herself) with appropriate physician/parental request and approval. In such cases, self-administration may vary, (in terms of needed assistance), depending on age, the degree of chronicity, the nature and severity of the illness, parental consent, and physician recommendation.
 - e. Since most schools do not have the full-time services of a nurse, the Principal shall designate in writing the person(s) authorized to administer medication or to monitor self-administration of medication in the absence of a school nurse. The Principal is responsible for ensuring that the designated person(s) are thoroughly familiar with the principles of medication administration and the side and desired effects of specific medications which are to be administered.
 - f. A Medication Log shall be maintained in the school office or Health Room. The physician and parental medication request form shall become part of the student's health record.
 - g. All medication permission forms are to be retained in the student health record until student reaches 20 years of age. The records may be stored electronically, and destroyed upon expiration.

8. Administration for Non-Prescription Medication

Non-prescription medication is to be administered only with the written authorization of the parent/guardian and the approval of the Principal/designee. Any non-prescription medication must be in the original container accompanied by a form containing the information listed below:

- 1) Student's name
- 2) Name of medication with parent/guardian's directions including:
 - a) Amount to be given
 - b) Time to be given
 - c) Date(s) to be given
- 3.) PARENTAL/GUARDIAN Permission

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RWG/Bishop of Harrisburg