

**WEST JEFFERSON HILLS SCHOOL DISTRICT
SCHOOL HEALTH SERVICES**

MEDICATION POLICY GUIDELINES

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.

Only essential medications should be taken in school. With pre-planning, most medications can be administered at home before and after school. A parent/guardian may visit the school and administer a medicine to their own child at any time.

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 prescription and over the counter medicine (Tylenol, cold tablets, cough syrup etc.). Over the counter medication must match what the prescriber has ordered. Medication form can be found on the WJHSD District Website under Health Services. The Medication order can be faxed directly to school from the physician's office.

All medicine must be taken to the health office immediately. Students are not permitted to carry medication in school. **Exception:** 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 demonstrates competency and responsibility to the medical provider.

Medication must be in the original labeled prescription bottle or over the counter bottle. If medication pills are sent to school in a bag, envelope, or other container, it will **not** be given.

PROCEDURE FOR SENDING MEDICINE TO SCHOOL

1. A parent/guardian or entrusted adult **must** bring medication to the Health Office.
2. A parent/guardian must sign the WJHSD medication permission form.
3. Prescription medication **must** be sent in the original properly labeled pharmacy bottle.
4. Over the counter medications **must** be sent in the manufacturers' original container.
5. A written order from the physician, CRNP, or PA **must** be sent or faxed to school for all medications. This includes prescription and over the counter medications such as Tylenol, cold tablets, etc.
6. If the medication is changed, a new written order from the physician, CRNP, or PA is needed.
7. 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 written instructions indicating the time medication is to be taken at school.