



# Williamsport Area School District

2780 West Fourth Street Williamsport, PA 17701

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**Dear Parent/Guardian,**

**Subject: Medication Administration in School**

In accordance with the Pennsylvania Department of Health and school district policy, we are providing you with important information regarding the administration of medication during school hours.

The Williamsport Area School District recognizes that parents have the primary responsibility for the health of their children. The district strongly recommends that medication be given in the home; although, it realizes that the health of some children requires medication administration while in school.

Parents should confer with the child's physician to arrange medication time intervals to avoid school hours whenever possible. When medication absolutely must be given during school hours, certain procedures need to be followed to help ensure the child receives their medication correctly as ordered. ***Failure to follow the guidelines will result in your child not receiving prescribed medication.*** These guidelines cover all children in grades K-12.

If your child requires medication (**either prescription or over-the-counter**) during the school day, the following procedures must be followed to ensure the safety and well-being of all students:

## **Medication Policy Requirements**

### **1. Physician's Written Order**

- All medications must be accompanied by a written order from a licensed prescriber (doctor, dentist, or nurse practitioner), stating:
  - Student's name
  - Name of the medication
  - Dosage and route
  - Time of administration
  - Reason for the medication
  - Possible side effects

### **2. Parental/Guardian Authorization**

- A signed parent/guardian consent form is also required.
- The Medication Administration Consent Form is available in the school health office or on our district website.

### **3. Delivery and Storage**

- Medications must be delivered directly to the nurse by the parent/guardian or responsible adult in the **original pharmacy-labeled container** (for prescription medications) or **manufacturer-labeled container** (for over-the-counter medications). The parent/guardian may be asked to count received medication with the nurse and sign a medication receipt and discard form.

- If the dosage on the bottle does not match the dosage on the order form, **30 days will be given for the parent/guardian to obtain a correct bottle/label. Parent/guardian may request a new label from the pharmacy before a refill. After 30 days, the medication will not be given until a correct bottle/label is received.**
- Medication that is ordered three times a day may be given before school, after school, and at bedtime unless the physician indicates on the prescription order form that it must be given at lunch time.
- All medications will be stored in the health office and administered by the nurse.
- Narcotic pain relievers may not be stored on school premises. If your child requires a narcotic pain reliever the prescribing physician should provide a return to school note once narcotics are no longer required during school hours to ensure student safety. Please contact the school nurse if you have any questions or concerns.
- Medications may be given either 60 minutes before or after the ordered time.
- The first dose of any prescription medication must be given at home 24 hours before requesting the medication to be given at school. Parent/guardian should observe for side effects or any reactions.
- If tablets must be cut, the parent/guardian is responsible for cutting tablets at home and bringing the correct dose to school.
- Morning medications will NOT be given on days in which there is a delay unless the prescribing physician specifically writes that it may be given 2 and or 3 hours later.
- Medications will NOT be given if parents have forgotten or if a parent refuses to give the medication.

#### 4. **Self-Administration Exceptions**

- Students may self-carry **inhalers, epinephrine auto-injectors, or insulin** with proper documentation and school nurse approval, as permitted under PA School Code Section 1414.1. Contact the school nurse to discuss requirements.

#### 5. **Changes and Discontinuation**

- Any change in the medication or dosage requires a new physician's order.
- New physician orders and signed parental consent are required each school year.
- Parents are responsible for picking up unused medications at the end of the school year.

### **Important Reminders**

Medications may not be shared or transported by students.

- In case of field trips, please contact the school nurse in advance to plan medication administration.
- The school reserves the right to refuse to administer medication if these procedures are not followed.

We appreciate your cooperation in keeping our school environment safe and healthy. If you have any questions, please contact the school nurse.

Sincerely,

Health Services Team