



Shady Side Academy Medication Policy

Shady Side Academy has closely followed the Pennsylvania Department of Health's "Guidelines for Pennsylvania Schools for the Administration of Medications and Emergency Care" in developing the Academy's policy concerning the administration of medications. The purpose of these guidelines is to assist Pennsylvania schools in ensuring the safe administration of medications to students.

Shady Side Academy acknowledges and adheres to the Department of Health's guidelines in that the Academy nurses cannot lawfully delegate medication administration to teachers or administrative personnel.

This current policy replaces all previous documents regarding administration of medications at Shady Side Academy.

Taking medication of any kind involves some risk of complications. Although every effort should be made for children to take their medications at home under the supervision of their parents, the Academy understands that for some children it might be necessary to take medications while in school. If medication must be taken during school hours, it is important for parents and students to follow the appropriate procedures listed in this document.

Introduction to Medication Policy

If your child requires medication (prescription or over the counter) during the school day or after school hours (for boarders), please contact school nurse and refer to the guidelines below. Additionally, it is the parent's responsibility to inform/update the nurse of any medications, allergies, and/or health concerns to keep this information as current as possible in case of an emergency.

Prescription Medications

All medications must be brought to school by a parent/guardian in the prescription-labeled container, which must remain at school in a locked cabinet. If necessary, parents should request a duplicate container from the pharmacy. Students should not transport medications to school. Please indicate if the medication must be refrigerated.

If a student has been ordered to take a new medication the first dose must be given at home by the parent/guardian to ensure that the student does not have a negative reaction to the medication.

All controlled prescription medication, will be counted by the nurse and parent/guardian when it is brought into the Nurse's Office. The amount will be documented on the medication record. This documentation and counting procedure should also be done when the parent/guardian refills the medication or takes medications home at the end of the year.

Written instructions from a physician with the student's name, medication, diagnosis, dosage, length of time to be given, side effects, termination date AND physician signature is required for all medications. Parents must also sign the Medication Authorization form. Medication Authorization Forms are available on the parent portal and through the school nurse.

It is the student's responsibility to come to the Nurse's Office to take the medication.

All medication should be picked up by an adult at the end of the school year. Medications that are not picked up within one week of the end of the school year will be disposed of by the school nurse.

Any used syringes or other bio-hazardous materials must be disposed of in school designated bio-hazardous receptacles (located in the Nurse's Office and Training Room).

Non-Prescription/Over-the-Counter Medication

At the beginning of the year, parents may choose to fill out the Over-the-Counter Medication permission form to allow the school nurse to give specific over-the-counter medications throughout the school year. **Students are not permitted to carry any over-the-counter medications or supplements.** All over-the-counter medications should be transported to the Nurse's Office by the parent/guardian.

Shady Side Academy has standing physician orders that allow the school nurses to give certain over-the-counter medications such as Tylenol, ibuprofen and throat lozenges.

The OTC Medication Authorization Form must be completed by the parent/guardian and physician for over-the-counter medications that are not covered by the standing physician orders. If you have a question about a specific medication, please contact the school nurse.

Rescue Medications

Students are permitted to carry inhalers, epipens, fast-acting glucose and insulin with them during school and from school as long as the Medication Authorization Form is signed both by a physician and parent/guardian and the physician permits the student to carry the rescue medication.

The school nurse will ensure that the student is competent in properly using the rescue medication through a student demonstration. The student must adhere to the below expectations:

- Under no circumstance will he/she share the rescue medication or involve another student in the self-administration of that medication.
- He/she will use the rescue medication only as prescribed.
- He/she will notify the school nurse if the medication is self-administered.

Safe Medication Administration and Preparation

Verify the Five Rights of Medication Administration:

1. Right Student
2. Right Medication
3. Right Dose
4. Right Route
5. Right time

Medications should never be left unsupervised. Student should also verify that the medication label is correct.

The nurse may refuse to administer medication based on her assessment and nursing judgment if the medication has the potential to be harmful or inappropriate. In these rare cases, the nurse will notify the parent/guardian immediately and explain the reason for refusal.

Residential Life Students

Please follow the day student policy. Contact the Senior School nurse if your child will require any medication (prescription or over the counter) and follow the above guidelines.

Field Trip Policy

Due to changes in the Pennsylvania Medication Administration Guidelines for Schools, non-licensed personnel such as teachers and coaches are not permitted to administer medications if they need to be taken during school trips. On trips where students require medication administration, there are several alternatives:

1. You may choose to make your own arrangements to give your child his/her medication.
2. If possible, you can consult with your physician about the possibility of having your child not take the medication while on the trip.
3. The student may self-administer medications (if the student follows the guidelines below.)
4. If a student is unable to follow the above three options and will not be able to attend the trip for medication reasons, please contact the school nurse to discuss options.

You must follow these guidelines for a student to self-administer:

1. Please sign the parent portion of the form giving permission for your child to self-administer medications (speak with school chaperone for this form).
2. The physician needs to specify that your child is capable of self-administering medication by initialing the appropriate box on the form.
3. The physician needs to write a prescription **only for the specific amount of medication needed for the trip**. The parents are responsible for getting the prescription filled.
4. Medications must be in a **pharmacy bottle, properly labeled** for **ONLY** the medication that is required for the trip. If desired, one extra pill may be included just in case one is dropped, etc.
5. **The parent or guardian** needs to deliver the medication to the responsible adult/coach/chaperone and educate the adult about the medication. Please make sure to describe the signs and symptoms of any possible side effects. The school nurse will not be involved in this process.
6. **Failure to follow the above guidelines will result in the student's inability to participate. Medications may not be added/delivered the day of the trip.**

Please indicate to the trip leader ASAP if your child will need to take a medication during this trip so that the necessary arrangements can be made.

All medications being taken during a school event of school hours must be accompanied by a physician's order. Prescription medication must be properly labeled by a registered pharmacist and brought to school in its original labeled bottle.