

Personal Medication Policy

Introduction. Provident recognizes that some students must take prescription medication during school hours. This policy establishes that prescription medication must be taken in accordance with the direction of a parent/guardian or family physician and will be permitted only when failure to take such medicine would jeopardize the health of the student or the student would not be able to attend school if the medicine were not available during school hours.

Definitions.

EpiPen® – Epinephrine auto-injectors for the emergency treatment of life-threatening allergic reactions (anaphylaxis) caused by allergens, exercise, or other triggers; and for people who are at increased risk for these reactions.

Inhalers – Short-acting bronchodilators containing "quick-acting," "reliever," or "rescue" medications to relieve sudden acute asthma symptoms or attacks.

Medication – Any substance prescribed by a licensed physician including any over-the-counter medication the use of which is required by a licensed physician.

Over-the-counter (OTC) medications – Substances sold direct to consumers without prescription.

Parent – Any adult responsible for the care and well-being of a minor student. "Parent" will be interpreted in the broadest sense to include any person responsible for the student whether that is a birth/adoptive parent, guardian, step parent, or foster parent.

Procedures.

1. Students who while at school must take any medication (prescription or OTC) must provide the written permission of his/her parent/guardian. Such permission must relieve Provident and its employees of liability for administration of medication.
2. The parent/guardian must also provide the prescription or written order of the prescribing physician. The prescription or written order must include the purpose of the medication, dosage, time at which or special circumstances under which the medication is to be administered, length of period for which medication is required, and possible side effects of medication.
3. All medications, including over-the-counter medications, must be accompanied by written instruction from a licensed medical or dental practitioner.
4. **NO EXPIRED MEDICATIONS WILL BE ACCEPTED.**

5. Permission for taking any medication (prescription or OTC) will be effective for the school year for which it is granted only and must be renewed (prescription and parent permission) each subsequent school year.
6. All medications shall be administered by the school nurse or his/her designee, or self-administered by the student (under the supervision of the school nurse) upon written request of the student's parent.
7. The Principal & CEO and school nurses shall establish and review regularly the procedures for administration and self-administration of medications and shall evaluate recordkeeping, safety practices, and effectiveness of this policy.
8. Provident will inform all parents/guardians, students and staff about this policy and the procedures governing the administration of medications.
9. Parents/guardians should confer with the student's physician to arrange medication time intervals to avoid school hours, whenever possible. All medication that can be given at home should be given at home. Whenever medication must be given during school hours, the following guidelines must be followed:
 - a. Prescription medication must be sent to school in the original container in which it was purchased and must have a pharmacy label indicating the student's name, medication name, prescriber's name, dosage, and the date and time the medication is to be given.
 - b. If any information on the pharmacy label changes, a doctor's note or a new pharmacy label with the changes must be provided to the school nurse as soon as possible. A fax of the information will be accepted.
10. All prescription medication except medication the student is permitted to keep with him/her must be given directly to the school nurse.
11. Over-the-counter (OTC) medications must be brought to school in the manufacturer's original container (medication name visible) and must be brought by a parent directly to the school nurse at the beginning of the school day. The student's name, date, dosage and time to be given must be written on the container. All OTC medications require a written order for administration from a qualified health care professional.
12. OTC written orders are required FOR EACH CHILD. Siblings may not share medication from the same bottle or container.
13. No medication is to be kept in the student's possession except EpiPens®, inhalers, or any other substance or device that a physician deems necessary for emergency treatment of a health condition. In order to keep the inhaler or EpiPen® in his/her possession, the student's parent/guardian must provide a prescription or written order that includes the purpose of the medication, dosage, circumstances under which the medication is to be administered, and possible side effects of medication. Parents

must also sign a permission slip. No medication is to be self-administered without a written order from a licensed medical professional.

- a. Students permitted to carry EpiPens[®] or other devices or substances for emergencies must be trained in how to use the device or substance. An emergency plan should be kept on file with the school nurse.
- b. Students carrying an EpiPen[®] or similar device must demonstrate competency in the self-administration of medication and responsible use of the medication. A written statement from the prescribing doctor indicating the student is able to self-administer is sufficient to establish competency. A student will lose the privilege of carrying an EpiPen[®] or other similar device if he/she cannot demonstrate competency in self-administration. A student will lose the privilege of carrying an EpiPen[®] or other similar device if he/she abuses the medication or if he/she allows another person to use the EpiPen[®] or other similar device. If a student loses the privilege of carrying his/her EpiPen[®] or other similar device, the EpiPen[®] or other similar device will be stored in the office of the school nurse.
- c. Students carrying an asthma inhaler must demonstrate competency in the self-administration of medication and responsible use of the medication. A written statement from the prescribing doctor indicating the student is able to self-administer is sufficient to establish competency. A student will lose the privilege of carrying an asthma inhaler if he/she cannot demonstrate competency in self-administration. A student will lose the privilege of carrying an asthma inhaler if he/she abuses the medication or if he/she allows another person to use the inhaler. If a student loses the privilege of carrying his/her inhaler, the inhaler will be stored in the office of the school nurse.
- d. Students who use devices for emergency supportive therapy must report to the school nurse after use to ensure that appropriate emergency medical treatment is rendered, if necessary.
- e. In case of accidental injection or use of emergency supportive therapy, students must report to the school nurse to ensure that appropriate emergency medical treatment is rendered, if necessary.

14. To self-administer medication, the student must be able to:

- a. Respond to and visually recognize his/her name.
- b. Identify his/her medication.
- c. Demonstrate the proper technique for self-administering medication.
- d. Sign his/her medication sheet to acknowledge having taken the medication.
- e. Demonstrate a cooperative attitude in all aspects of self-administration.

15. When an EpiPen® is initially brought to school by a student, the school nurse shall be responsible to complete the following:
- a. Obtain the required written request and statements from the parent/guardian and physician, which shall be kept on file in the office of the school nurse.
 - b. Review pertinent information with the student and/or parent/guardian specifically the information contained on the statement submitted by the physician
 - c. Determine the student's ability to self-administer medication and the need for care and supervision.
 - d. Maintain an individual medication log for all students possessing EpiPens®.
16. Medications not in compliance with the above guidelines cannot be given and will be returned to the parents/guardians.
17. All medications must be retrieved by parents or an adult designee at the end of the school year. Medications will not be returned to students. Any medication not picked up at the end of the school year will be discarded. No medication can be kept at the school over the summer.

Field Trips. Medications *CANNOT BE SENT WITH THE TEACHER* if the school nurse is unable to attend the field trip. Situations involving children with life threatening medical conditions and those taking daily medications will be dealt with on an individual basis. For other situations, parents of children who receive routine medication during school hours may choose to have their children not receive their medication on the day of the field trip if a nurse cannot attend. Any questions should be directed to the school nurse.

Administration.

Provident expressly reserves the right to change, modify or delete the provisions of this Personal Medication Policy and agrees to notify students and parents of any change in advance to allow students and parents to plan accordingly.