



**PROVIDENT**  
CHARTER SCHOOL

## **PROVIDENT CHARTER SCHOOL MEDICATION PROCEDURES**

*Medications brought to the school that do not meet the following requirements will not be given*

**Students are not permitted to carry ANY medications without a waiver while at school including prescription and over-the-counter medications.**

*Strict adherence is necessary for the safety of all students, and to protect your child and yourself from responsibility should these medications fall into the hands of another student on the bus or school property.*

### **Prescription Medications**

- Nurses in Pennsylvania cannot administer **ANY** medications without a doctor's order and parent/guardian permission.
- Before any prescribed medication may be administered, PCS requires a **Medication Administration Consent and Licensed Prescribers Medication Order Form**
  - Medication orders **do not** carry over from school year to school year. Therefore, new physician orders and parent(s)/guardian(s) permission must be submitted each school year.
- Paperwork can be found at the Provident Charter School website under the tabs School Life → School Services → Health Services or by using the following link:  
<https://www.providentcharterschool.org/health-services/>
  - Once completed, parent(s)/guardian(s) can submit paperwork by:
    - Email: [schoolnurse@providentcharterschool.org](mailto:schoolnurse@providentcharterschool.org)
    - Fax: 412-573-7114
    - Drop off directly to the school nurse at the main office
- Prescription medication shall be delivered in its original packaging and match the *Medication Administration Consent and Licensed Prescribers Medication Order Form*
- The Parent(s)/guardians(s) are responsible for sending and keeping track of the amount of sufficient medication for their child to be administered at school.
  - PCS shall not store more than a thirty-day supply of an individual student's medication.
- Expired and discontinued prescription medications will be disposed of appropriately unless picked up by parents.
- The previous prescription bottle can be returned at the request of the parent/guardian, otherwise, the old bottle will be discarded.

### Non-prescription over-the-counter (OTC) Medications

- The School Physician has provided a doctor's order for the school nurse to administer the following OTC medications at the discretion of the school nurse:
  - Tums
  - Tylenol
  - Motrin
  - Benadryl
- All non-prescription medications other than the ones listed above require a ***Medication Administration Consent and Licensed Prescribers Medication Order Form***
- Parent(s)/Guardian(s) must complete a **Student Emergency Card** for OTC medications to be administered by the nurse during school hours.

### Medication Drop Off

- All medication shall be brought to the main office by the parent/guardian, or by another adult designated by the parent/guardian.
- Only a school nurse is allowed to accept medication.
- Students are not permitted to carry medication in school or on the bus with the exception of emergency medications with proper documentation.
  - If a student brings medication into school, the parent/guardian will be asked to come into the school building to count the medication with a school nurse present.
- The previous prescription bottle can be returned at the request of the parent/guardian, otherwise, the old bottle will be discarded.

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In order to provide parent(s)/guardian(s) with opportunities to drop off the required paperwork and medication, the school nurses will be available prior to the start of the 2023-2024 school year on the following dates:

- **Friday, August 18th** from 8:00 AM to 3:30 PM
- **Monday, August 21st** from 8:00 AM to 3:30 PM and
- **Monday, August 21st** for Back to School Information Night from 6:30 PM to 8:00 PM
- **Tuesday, August 22nd** from 8:00 AM to 3:30 PM

**It is highly recommended that the school nurse receive the required paperwork and medication(s) before the start of the school year.**