

**Elementary School
Health Office**

Ext. 1343 & 1345

Fax: (570) 853-3092

**High School
Health Office**

Ext. 2347

Fax: (570) 853-3918

Medication Policy
(updated October 19, 2016)

When medication (prescription or over-the-counter) must be given during school hours, the medication must be accompanied by a parent note and a Pennsylvania Licensed Medical Professionals' order (i.e. doctor, physician's assistant, nurse practitioner), indicating that it is medically necessary that the student receives the medication during school hours. State law requires a PA licensed provider order for all medication that comes to school.

Medication must be kept in and administered from the original container, properly labeled by the pharmacist. Medications are stored in a double-locked (refrigerated when necessary) medicine cabinet in the health office. Student photo identification will be added to the medication log for safety in identifying students receiving medication. If a student brings medication to school without providing written parent permission and a PA licensed provider order, the nurse will contact parents to review the policy. If parent contact cannot be made, the nurse will lock up the medication for safe keeping and send it home with the student with a written reminder notice to parents.

- ~ Medication will not be administered at school if all areas of the policy have not been met.
- ~ Unused medication may be obtained by parents at the end of its administration.
- ~ Unclaimed medication will be destroyed (with witness present) at the end of the school year.

A licensed nurse will be the only person to administer medication during the school day. If a medication is not given on time (i.e. within a 30-minute time frame), parents will be notified. In the event of a medication error (wrong student, wrong dose, wrong route, or other error), the Certified School Nurse, school administration, and parents will be notified. Field trips consisting of students who need medication may be accompanied by a nurse, or parents may be asked to accompany their child.