
MEDICATION: ADMINISTRATION IN SCHOOL SETTINGS

The Diocese of Harrisburg recognizes that parents/guardians have the primary responsibility for the health of their children. Therefore, parents/guardians are requested to administer medication before or after school hours whenever possible.

Only medication in the original container and provided by parents/guardians may be administered to students. No other medication will be administered.

If it is essential that a student receive prescription medication during school hours, the following procedure is to be followed. **Forms are available on the website.**

1. All prescription medication must be in the original, properly labeled container. The container should be “child-proof” and labeled by a pharmacist or a physician. The **original** container is to be accompanied by a form containing the information listed below:
 - a) Student’s name
 - b) Signature of physician prescribing the medication
 - c) Name of medication with physician’s directions including: amount to be given, time to be given, date(s) to be given, and reason
 - d) Curtailment of specific school activities (if any)
 - e) Other medications which the student is taking
 - f) PARENTAL/GUARDIAN PermissionRequired form is available at the school office or on the school website.
2. For a student on long-term medication, a face-to-face or phone conference with parents/guardians concerning the student’s plan of care is required. The plan of care must be written and included as a part of the student’s school health record.
3. Students with diabetes, hemophilia, asthma, or other chronic illnesses, are often taught self-administration as an integral part of appropriate self-care and self-management. In such circumstances, medication may be self administered (by the student himself/herself) with appropriate physician/parental request and approval. In such cases, self-administration may vary (in terms of needed assistance), depending on age, the degree of chronicity, the nature and severity of the illness, parental consent, and physician recommendation.
4. Since most schools do not have the full-time services of a nurse, the Principal shall designate in writing, the person(s) authorized to administer medication or to *monitor* self-administration of medication in the absence of a school nurse. The Principal is responsible for ensuring that the designated person(s) are thoroughly familiar with the principles of medication administration and the side and desired effects of specific medications which are to be administered.
5. A Medication Log shall be maintained in the school office or Health Room. The physician and parental medication request form shall become part of the student’s health record.
6. All medication permission forms are to be retained for the duration of the prescription.

Over-the-counter medication is to be administered only with the written authorization of the parent/guardian and the approval of the Principal/Designee. If it is essential that a student receive over-the-counter medication during school hours, the following procedure is to be followed:

1. All over-the-counter medication must be in the **original** container accompanied by a form containing the information listed below: (forms are available on the website)
 - a) Student's name
 - b) Name of medication with parent/guardian's directions including: amount to be given, time to be given and date(s) to be given.

Medications must be stored in a *locked cabinet* in a secured area which is convenient to the person responsible for administering medication.

Students are permitted to carry on their person prescription medication only with the physician's authorization. Students are not permitted to retain medication in the property assigned for their usage (e.g. desks, locker, etc.).

Specific procedures to implement this policy may be established by the local school.

Diocese of Harrisburg, Policy 4108 – Adopted: June 14, 1996