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MEDICATION POLICIES AND PROCEDURES 2009-2010

Outlined below are the Calvert School policies and procedures for administering medications during the school day. These are directives issued by the Maryland State Department of Education, Health, and Mental Hygiene, and the Board of Nursing. The guidelines cover over-the-counter as well as prescription medications.

- Those students whose parents have signed the Authorization Form for the use of Non-Prescription Medications will be given medications listed on that form as needed. Dr. Bogue has written orders for the school nurse for those medications. The doctor does not need to sign the form.
- Prescription medications **must** be delivered to the school nurse in the original container. It must be labeled with your child's name, name of medication, dosage, time and route of administration, name of physician, date of prescription, and expiration date. *Note:* your pharmacist will give you a second labeled container for school use if requested by you the parent/guardian.
- Medication needs to be delivered to the school nurse by the parent or responsible adult whenever possible. However, when this is not possible, the parent should inform the school nurse by telephone as to the amount of medication and the name of the medication the child has brought in.
- An order form (medication authorization form) signed by the prescribing physician must accompany each prescription medication that needs to be given during school hours (please see new enclosed form). The lower portion of the form must also be signed by the parent/guardian.
- The first dose of any new medication (prescription or over-the-counter) must be given at home because of the possibility of adverse reactions. The exception to this would be any new emergency allergy medication that the school nurse would give.
- Self-managed administration of medications **must** be evaluated for each student by the school nurse (i.e. asthma inhalers and Epi pens). Parental permission for self-administration **must** be obtained. The child may carry no other medications around school during the school day.
- With the exception of Epi pens and inhalers, any unused medication will be discarded after the last day of school unless picked up by the parent/guardian.
- We will follow the above procedures for overnight field trips unless the destinations the children are visiting have separate policies.

Calvert School appreciates your cooperation. Please call Nurse Margie Whitman if you have any questions regarding any aspects of these policies.