

POMFRET SCHOOL DISTRICT
HEALTH POLICY

- MEDICATION -

Whenever possible student medication should be administered at home. However, there are times when it is either necessary or preferable for medication to be administered at school. Whereas the elementary, middle and high schools may have some procedural differences due to the age and maturity of the students, the overlying policy is the same.

It is strongly recommended that the school nurse be kept aware of all medication a student is taking. This information will be kept confidential unless a school official or teacher has a legitimate educational need to know, as set forth in the Family Educational Rights and Privacy Act §99.31.

The school nurse or her specifically trained designee will dispense all medication.

Prescription Medication

Long-term prescription medication that is to be administered on a daily or “as needed” basis through the school health office must have both a written order by a physician and written permission from a parent or guardian. Changes in this order must be written by the physician. Long term prescription medication must be renewed each school year.

Short-term prescription medication should be accompanied by written permission from the parent or guardian, and be in the original prescription container.

Non-Prescription Medication

Non-prescription (over the counter) medication must also be accompanied by a note from a parent giving permission for the medication to be administered. A physician order is not necessary. However, non-prescription medication must also be in a properly labeled container from the pharmacy.

Non-Prescription Medication – At the Discretion of the School Nurse

The Vermont Boards of Medical Practice and Nursing regarding the administration of non-prescription medication states: “While providing nursing care, the utilization of non-prescription medication is within the scope of practice of the Registered Nurse.” (26 VSA §1572E and 26 VSA §1311) In the elementary school, the school nurse or classroom teacher will obtain permission from a parent if a student may need a medication at school.

Medication Delivery

All medication must be brought to the school in its original, properly labeled container by the parent or guardian unless other arrangements have been made. Most pharmacists will divide the medication into two labeled containers, one for school and one for home. Only the amount needed for use in school may be brought. Controlled medications will be counted when they are brought in.

Storage

When the nurse is full time, all medication will be kept in a locked cabinet in the school nurse's office. In schools where the nurse is part time, the nurse will designate where the medication will be kept locked and who will be responsible for its distribution.

Controlled medication such as Ritalin will be kept in a locked cabinet, desk or file in a room that can be locked.

Self-Administered Prescription Medication

Students who have learned to self-administer their medication correctly (for chronic illnesses such as asthma or diabetes) can do this at school at the discretion of the school nurse or the staff responsible for the student at the time.

Reporting

Reports of medication administration shall be entered on the medication record form including student name, medication, time, dosage, signature and initials of the person administering the medicine. The school nurse will be responsible for documenting the annual training of those designated to administer medication in the nurse's absence.

Approved by WCSU: March 29, 1999

Approved by Pomfret for Warning: April 8, 1999

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