

**Elementary School
Health Office**

Ext. 1343 & 1345

Fax: (570) 853-3092

**High School
Health Office**

Ext. 2347

Fax: (570) 853-3918

Medication Policy

When medication (prescription or over-the-counter) must be given during school hours, it must be delivered to the health office upon arrival at school, ideally by a parent. No more than a two week supply will be kept at school. The medication must be accompanied by the doctor's order, indicating that it is medically necessary that the student receive medication during school hours, and, a note from a parent (see attached form). If a student brings a medication to school without parental contact (note or phone call) and/or without a doctor's order, the nurse will call the parent to explain school medication policy, and she will also verify the number of doses sent. In Pennsylvania, state law requires a doctor's order for all medication (including over-the-counter) that comes to school. If parental contact cannot be made, the medication will be locked in the medicine cabinet in the health office for safekeeping, and sent home with the student at the end of the day, along with a note to the parent.

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 logbook for safety in identifying students receiving medication.

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. Field trips consisting of students who need medication may be accompanied by a nurse, or parents may be asked to accompany their child.