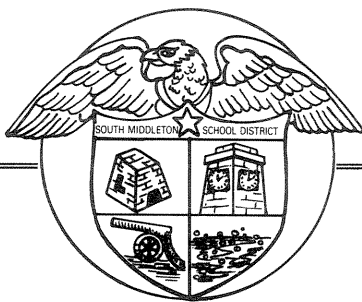


**SOUTH MIDDLETON**  
**4 Forge Road**

Telephone 717-258-6484



**SCHOOL DISTRICT**  
**Boiling Springs, PA 17007**

Facsimile 717-258-1214

Dear Parent/Guardian:

On the reverse side of this form, you will find the South Middleton School District's Policy on the "Use of Medications" adopted on November 17, 1997.

The policy has been written with student safety in mind. We suggest that you review the policy with your entire family. However, there are five (5) major points we would like to emphasize at this time:

1. **A PHYSICIAN'S ORDER AND PARENT'S SIGNATURE** is required before any medication will be administered to any student attending South Middleton School District. This includes both prescription and over-the-counter medications. For your convenience, please use the attached form for this purpose. This form must accompany any medication coming to school. If you currently have this documentation on file in the nurse's office, it will not be necessary to complete this form at this time. Should your child's prescription change, please submit the changes on the new form.
2. **PARENTS/GUARDIANS ARE REQUIRED TO BRING ALL MEDICATIONS TO SCHOOL** and deliver to the nurse, principal, or principal's designee in each respective building. For long term medications, no more than a four (4) week supply shall be kept at school. Students are not permitted to carry medication on the bus or otherwise.
3. **MEDICATION MUST BE IN A PRESCRIPTION BOTTLE** with a current pharmacy label including date and student name.
4. **THE STUDENT MUST TAKE THE MEDICATION IN THE PRESENCE OF THE NURSE ADMINISTERING THE MEDICATION** or the principal or principal's designee assisting with self-medication.
5. **IT IS PREFERRED THAT ALL MEDICINES BE GIVEN AT HOME.** Medication to be given three times a day may be given before school, immediately after school, and at bedtime, unless otherwise specified by the physician.

If you have any questions regarding the medication policy, please contact the building nurse.

## USE OF MEDICATIONS – POLICY NO. 210

The South Middleton School District recognizes the need for a policy regarding the administration of medicine during school hours. The Board, therefore, establishes the following guidelines and procedures to coordinate medication use. The efforts and cooperation of home and school are essential.

Parents, whenever possible, are asked to arrange medication time intervals to avoid school hours. The South Middleton School District recognizes the legal and regulatory implications of administration of medications by school personnel. Therefore, only the nurse may dispense medications under the established procedures of this policy. In the absence of the nurse, the principal or principal's designee shall assist in the self-administration of the medication.

Parents/guardians are required to bring all medications to be administered to the nurse, principal, or principals' designee in each respective building. For long-term medications, no more than a four (4) week supply shall be kept at school. Medicine must be clearly identified in original prescription container and accompanied by written consent which must include the following information:

1. Student's name
2. Current date
3. Type of medication, dosage, time schedule, length of time medication must be administered
4. Physician's name and telephone number
5. Diagnosis
6. Parent's signature
7. Physician's signature – **PLEASE NOTE:** A physician's order is required before any medication will be administered to any student attending South Middleton School District.
8. A written record shall be kept on each student receiving medication. The time and date of each dose is to be recorded and initialed.
9. The student is to take the medication in the presence of the nurse administering the medication, or the principal or principal's designee assisting with self-medication.

It is preferred that all medicines be given at home. Medication to be given three times a day may be given before school, immediately after school and at bedtime unless otherwise specified by the physician.

### **NON-PRESCRIPTION MEDICATIONS**

A nurse, principal, or designee may administer non-prescribed medication: i.e., acetaminophen, etc., under the following conditions:

1. Required parent consent as indicated on the emergency form.
2. A required standing order as indicated by the school physician.
3. Physician's signature – PLEASE NOTE: A physician's order is required before any other over-the-counter medications will be administered to any student attending South Middleton School District.

The nurse, principal, or designee may refuse to administer non-prescribed medication: i.e., acetaminophen, etc., if he/she feels the student does not require it.