

# PENN DELCO MEDICINE POLICY

Aston, Delaware County, Pennsylvania 19014

If medicine must be administered during school hours, whether it is prescribed or over-the-counter, the following procedures must be followed:

1. Medication must be stored in the school office. Depending on the nature of the medication and/or diagnosis, exceptions may apply.
2. The medication must be accompanied by a physician's written request which includes the student's name, diagnosis, medication dosage, administration instructions and time to be given.
3. A NEW physician's note is needed at the start of each school year. Parent/Guardian must provide the medication directly to the nurse/aide or school personnel.
4. Medication must be in an original labeled pharmacy container with the student's name, name of medication, dosage and date. (Pharmacies, upon request usually provide a labeled "school" container.) Medication not meeting these requirements will not be administered.
5. Medication which is ordered "3 times day" can usually be administered at breakfast, upon return from school and at bedtime. Unless the medication is specifically ordered at mealtimes, there would be no need to administer it during school hours.
6. A maximum of one month's medication should be sent to school. Exceptions may apply depending on the nature of the medication.
7. Any changes in dosage of medication must be confirmed to the school nurse/office by the physician and followed-up in writing. The physician's written order may be faxed.
8. Parents MUST notify the school nurse/office in writing of any changes in the administration schedule of medications or any medical changes.
9. **Items such as cough drops, eye drops, Vaseline, Tylenol, and Motrin are considered medicine**, and must not be brought to school unless the above requirements are met.

\*\*\*\*\*The school nurse is the only person authorized to administer Tylenol, Benadryl, and antacid without a prescription, should you grant permission on the white emergency card. There will be **NO** exceptions.\*\*\*\*\*

## PENN DELCO HEALTH GUIDELINES

- Your child should be fever free for 24 hours without fever-reducing medication before returning to school.
- Please do not send your child to school with an undiagnosed rash, a fever, or nausea/vomiting/diarrhea in the morning.
- Remember during flu and cold season that frequent hand washing is the best way to prevent illness.
- Keep all immunizations current, and forward new copies to the school nurse. Always keep your own copy safe.