

CLELIAN HEIGHTS SCHOOL
MEDICATION ADMINISTRATION INSTRUCTIONS
IN ACCORDANCE WITH HEMPFIELD AREA SCHOOL DISTRICT MEDICATION POLICY & PROCEDURES

Dear Parent/Guardian:

Clelian Heights School recognizes that there are conditions that necessitate the use of medications, including emergency and "as needed" medication by students during school hours.

To enable the school district to meet its legal responsibility to safely assist with the treatment plan requiring administration of medication, there must be compliance with the medication policy and procedures attached to this notice.

If these requirements cannot be met or the parent/guardian elects not to follow these requirements, the medication will not be administered at school. The parent/guardian has the option of then coming to school at the prescribed time and administering the medication.

PLEASE READ CAREFULLY AS THERE HAVE BEEN CHANGES TO THE CLELIAN HEIGHTS MEDICATION POLICY AND PROCEDURES

1. Parent(s)/guardians are strongly encouraged to administer medication(s) at home whenever possible and should collaborate with their primary care provider to establish medication schedules that minimize administration during school hours. This includes any over-the-counter medications.
2. If it is absolutely necessary that your child receive medication during school hours a **MEDICATION DIRECTIVE MUST BE COMPLETED AND SIGNED BY THE ORDERING PHYSICIAN**. Parent permission signatures are also required.
 - THIS INCLUDES ANY OVER-THE-COUNTER AND AS NEEDED MEDICATIONS.
3. We ask that all medication be **BROUGHT** in and given directly to the school nurse in the original bottle, clearly labeled with a current date and time to be administered. Ask your pharmacist to provide an extra bottle(s) for school administration purposes. Please check for accuracy & expiration dates. Please do not write on the bottle.
4. We request that no more than a one-month supply be delivered with the exception of prescribed over-the-counter medications. If a parent/authorized adult cannot bring in the prescribed medication an effective and safe procedure should be in place to guard against theft and diversion of medication.
5. Narcotics will not be administered at school – with or without a physician's order.
6. If a new medication is prescribed for your child, it is our policy that the initial &/or first few dose(s) be administered at home to ensure that there are no allergic reactions or adverse side effects. Again, we ask that, if at all possible, consult with the prescribing physician to see if the medication times can be adjusted for at-home administration.

The following three (3) forms MUST be completed and signed before any medication will be administered.

1. PHYSICIAN'S SCHOOL MEDICATION DIRECTIVE (A SEPARATE FORM FOR EACH PRESCRIBED MEDICATION) & PARENT/GUARDIAN RELEASE OF LIABILITY
2. PERMISSION TO ADMINISTER AND MAINTAIN MEDICATION AT SCHOOL
3. FIELD TRIP /TRANSITION TO WORK FORM

Please contact the school nurse if you have any questions. (724) 837-8120 X 1143

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