

**WILSON SCHOOL DISTRICT
PARENT NOTIFICATION OF MEDICATION PROCEDURE**

It is our intent to ensure the maximum health and safety for all students in the Wilson School District. We realize that at times students have medical conditions which require the use of medication. In most situations, all doses of the prescribed medications can be given at home; however, there are times when it will be necessary for a student to receive medication during school hours. Therefore, we have adopted a revised procedural guideline for medication administration. These procedures are necessary in order to comply with the Pennsylvania State laws including those of the State Board of Nurse Examiners. Please review the following guidelines carefully and consult the nurse in your child's school if you have questions.

When it is necessary for a student to receive **ANY** medication (including over-the-counter medications) at school, **PARENT(S)** must:

1. Complete the form "Authorization for School Medication Administration" which requires both **PARENT** and **PHYSICIAN** signatures. A copy of this form is attached. Additional copies can be obtained from the nurse's office or on the Wilson website. Photocopies of the doctor's signed original prescription form are acceptable as are faxed medication orders. **MEDICATION CANNOT BE GIVEN UNTIL BOTH PARENT AND PHYSICIAN WRITTEN PERMISSION IS OBTAINED.**
2. For student's requiring medication at school for allergies (food, insect, ect.), asthma and/or seizures, the medication and Authorization for School Medication Administration form must be submitted to the school nurse along with an Allergy, Asthma, or Seizure Action Plan completed by the student's physician.
3. The *Authorization for School Medication Administration* form is valid for one school year. The 2020-2021 school year begins on July 1, 2020. ***The Authorization for School Medication Administration form must be signed by the student's physician on or after July 1, 2020.***
4. **All medication must be brought to the school by a parent/guardian.** Medication may **NOT** be transported to and from school by the student. **HAND DELIVER** the medication to the school nurse in the labeled prescription container and/or original over-the counter container. Upon request, most pharmacists will provide two labeled containers for a prescription so that one can be brought to school containing the number of doses required to be administered during school. No more than a thirty (30) school day supply for any one medication may be stored at school.
5. Notify the school nurse with a physician's note and your written instructions if the medication is to be changed or discontinued. If the dose or time of the medication changes during the school year, a new Authorization for School Medication Administration form will be required.
6. Medications not picked up by the parent/guardian by the end of the school year will be discarded.

If this procedure is not followed, the school nurse will not be able to administer the medication at school. We regret any inconvenience this may cause you, but feel these cooperative efforts are necessary to ensure the health and safety of our students. As always, your inquiries to the school nurse are welcomed if clarification is needed.

Sincerely,

Building Principal