



Policy and Procedure for Medication Use and Distribution

Whenever possible, it is recommended that all medications be given by parents/guardians as needed either before or after school hours. In the event medications must be administered during school hours, it is strictly limited to those students who follow Porter-Gaud School procedure outlined below.

General: All medications must be delivered to the School Nurse or school employee by the student's parent, legal guardian or a previously designated adult. All medications will be logged and housed in the School Nurse office unless authorization to self-administer is given. Students may not carry medications on school grounds to self-administer and self-monitor without permission by a licensed physician, parental permission and school permission. There should be an *Individualized Emergency Health Care Plan* on file with the school for all students who self-administer medications that help guard against a life-threatening condition. Examples of medications that are approved for self-administration are asthma inhalers, insulin for diabetic students and Epi-Pens for severe allergic reactions. Other medications or treatments may be approved on an as needed basis.

Prescription Medications: Prescription medications will be given only per written physician and parental authorization. All prescription medications must be provided in the original, properly labeled container and given to the School Nurse during school hours. The certified Athletic Trainer can assist with the distribution process as instructed by the physician's order relative to the complaint, and only for sports-related activities. The certified Athletic Trainer and School Nurse reserve the right to refuse the distribution of, assistance with, or access to any medications, at their discretion based on complaint or circumstance. Any prescription medication to be administered at school will require a *Prescription Medication Physician's Order* to be completed and on file with the school. A written record of the drug, dosage, and date given will be recorded.

Over-the-Counter (OTC) Medications: Porter-Gaud School is not obligated to provide OTC medications; however, commonly used OTC medications will be stocked in the nurse's office and are listed below in the "Stocked Items" section. OTC medications may not be administered by school personnel without parental consent. During online admission and re-enrollment, the medical form allows parents and/or guardians to provide consent for the administration of common, over-the-counter medications that may be needed during school hours. If consent is granted, the parent or legal guardian is also obligated to select which stocked, OTC medications Porter-Gaud School is able to administer. If a one-time dose of an OTC medication is needed and no consent is on file, the school nurse will contact the parent or legal guardian for verbal consent. Verbal consent is not the preferred method and emphasis is placed on the completion of the online medical form. If your child has a specific OTC medication to be routinely administered during school or sports-related activities, the medications must be provided to the school by the parent or legal guardian in the original container, clearly labeled with the student's name and must be accompanied by the separate, written parental consent available during enrollment. The written parental consent form will also be available through the Porter-Gaud website. The School Nurse or certified Athletic Trainer may assist with distribution following the *Authorization for Over-the-Counter Medication Form* and/or manufacturer's guidelines per the student's complaint and need. A written record of the drug, dosage, and date given will be recorded.

**Porter-Gaud School is aware that students may have allergies to OTC medications. A complete record of student allergies must be completed on the admission and re-enrollment online medical form regardless of consent to administer medications.



Stocked Items: Some over-the-counter medications, ointments, antiseptics, supplements, and emergency response medications are available in the Nurse's Office and Athletic Training Room. These include, but are not limited to:

- Pain Relievers: Acetaminophen, Ibuprofen
- Topical Creams/Ointments: Triple Antibiotic Ointment (Bacitracin Zinc), Zinc Oxide, Hydrocortisone, After-Bite relief (topical Benadryl), Sting Swabs (benzocaine/menthol), Blistex, Biofreeze
- Antiseptics: Hydrogen Peroxide, Betadine, Hibiclens
- Antacid: Chewable tums (calcium carbonate)
- Antihistamines: Benadryl and Zantac (ranitidine) tablets
- Supplements: Medi-Lyte (Potassium, Calcium, Magnesium Supplement)
- Emergency Response Medications: Glucose gels/tablets, Antihistamine (Benadryl)

Again, if your child has any contraindication to any of the above stocked items please make this clear during the medical enrollment process.

Emergency Medications: The use and need of emergency medications (i.e., inhalers, Epi-Pens, diabetic drugs) must be documented and on file with the school and noted on the student's *New Enrollment or Re-Enrollment medical forms*. If the student is an athlete at the school this must also be documented on the *Pre-Participation History and Health Assessment Form* prior to any school-sponsored athletic participation. A student must have a completed *Prescription Medication Physician's Order and Individualized Emergency Healthcare Plan* on file with the school in order to be cleared for "self-medicating" and have the ability to carry medications in his or her personal/athletic bag prior to each school year.

Emergency Medications at sporting events: Due to the fact that athletic events occur at different venues and not always on the Porter-Gaud School campus, the student-athlete is required to have a second set of emergency medication(s) that is always located in his or her personal/athletic bag. It is the responsibility of the athlete and parent to ensure that these medications are always readily available. Coaches are trained to assist with the administration of medications in emergency situations.

Field Trips: The School Nurse or Athletic Trainer will rarely accompany students and faculty on approved Porter-Gaud School field trips. Medication needed on field trips must be given to and administered by a trained employee of Porter-Gaud School and will follow the guidelines set forth by the aforementioned policy information. Separate permission forms for medications to be administered on field trips are provided to parents and legal guardians for completion by the school.

Additional Procedures:

- The signed medication form gives permission to the School Nurse to contact the Physician's office to request medical information concerning the student if necessary.
- Each school year updated forms must be completed by the physician and parent.
- Medication must be taken home at the end of each school year. Medication that one fails to pick up will be discarded.
- All medications should first be given at home to monitor for any adverse reactions.
- All medications supplied to the school must not be expired. Parents are responsible for replacing medication before the expiration date.