

Saint Paul School
Hingham, Massachusetts

Medication Policy-Self Administration

Every effort should be made to schedule medications outside school hours. When this is not possible arrangements must be made with the school nurse. Some students may be given permission to self-administer their medication. This will only be considered for students older than age 10. The school nurse and principal in consultation with the parents and primary physician will make the decision.

In order for a student to self-administer medication the following guidelines must be followed:

1. Parents and students must understand that school policy does not allow students to bring medication to school without the nurse's full knowledge and permission. This includes asthma medications as well as Tylenol, Motrin, cold medication, etc.
2. All medications must be left in the school nurses office.
3. All medications must be presented in the original container and labeled with:
 - a. Student's name
 - b. Date
 - c. Drug name
 - d. Dosage
 - e. Time of administration
 - f. Route
 - g. Physician's name and number
4. A Physician Order form must be completed for all medications. In addition the physician must state in writing that the student is able to self-administer medications.
5. Parent permission form must be completed for all medications. In addition the parent must provide written permission for the school nurse to contact the physician with questions.
6. Exceptions may be made for emergency medications such as benadryl and epinephrine for allergic reactions and inhalers for asthma. In some situations these medications may be stored in the classroom and/or carried by the student.
7. When a student with permission to self-administer needs to take their medication, they will be required to report to the office. They will take their medication in the office and fill out a parent notification form stating the time the medication was taken.
8. When PRN (as needed) medications are used at school the student will be given a notice from the school nurse stating that medication was used, time, symptoms and evaluation of relief. In some situations the nurse will contact the parents by phone. If the nurse is not on duty the student must call home and inform parents that medication was used.