

**BLOOMSBURG AREA SCHOOL DISTRICT  
Policy Manual**

Section: PUPILS  
Title: STUDENT HEALTH SERVICES/USE OF MEDICATIONS  
Date Adopted: 17 August 1981  
Date Last Revised: 17 February 2014

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**210. STUDENT HEALTH SERVICES/USE OF MEDICATIONS**

- .1 Good health is basic to sound education and productive living. The attainment and maintenance of optimal health helps the school-age child work to his/her maximum capacity in school and grow into a productive adult. Health is defined by the World Health Organization as “a state of complete physical, mental and social well being, and not merely the absence of disease or infirmity.” The focus of school health programs in Pennsylvania is on the total child.

School health is a preventive service focusing on primary, secondary and tertiary prevention through counseling, consultation, early identification, referral, problem management and follow-up, first aid and emergency care.

School health services are intended to encourage and support parents’ responsibility for the health care of the child. School health personnel work in cooperation with families, teachers, counselors, psychologists, and other school personnel, as well as community resources, to provide the best possible health services for each child.

- .2 As a member of the school staff, the nurse contributes to the overall educational program of the school. The school nurse works closely with district administrators, building principals, and the school physician. The school nurse establishes and maintains a comprehensive school health program following guidelines of the Pennsylvania School Code, the Pennsylvania Department of Health regulations, the Division of School Health and school district policies. The school nurse provides information and training for school staff on health issues, practices and procedures.
- .3 **MEDICATION:** Whenever possible, medications should be administered at home. If it is necessary for a student to receive medication during school hours, it may be administered adhering to the following conditions:

.31 The following principles will apply with regard to prescription medications:

.311 All prescription medication must be brought to school in the container from the pharmacy with a current prescription label.

.312 A written request from the physician to administer medication should accompany prescription medication. The request will include:

- a. Name of student
- b. Date
- c. Diagnosis
- d. Identification of medication, dosage, route of administration (if other than oral), time schedule, and length of time to be administered in school.
- e. Possible side effects and recommended curtailment of specific school activity (lab, sports, shop, driver training, etc.)
- f. Physician's signature and phone number.

.313 Medication will not be dispensed without written permission from a parent.

.32 Non-prescription medications may be administered under the following conditions:

.321 Permission indicated by parent on the emergency transportation form or note from parent requesting administration of specific non-prescription medication.

.322 Medication must be in the original container.

.323 A written request from the physician is required for all non-prescription over-the-counter medication that is not on the nurse's standing orders. (To view medications on the standing order list, parents can go to each school's web site under the "For Parents" tab.)

.33 Miscellaneous medication information:

.331 All medication should be administered through the nurse's office. In situations where it is necessary for medication to be carried by a student (ex. inhalers for asthma – See Policy 210.1), clearance must be obtained through the nurse's office and the proper medication permission forms must be on file in the office. School

personnel are not responsible for the administration of medications carried by a student.

- .332 Medication will be stored in the nurse's office in a locked cabinet or refrigerator when appropriate.
- .333 A record of medication administered by nursing office personnel will be kept in the nurse's office. The record will be filed along with the physician and parent permission forms in the student's health record at the end of the school year or when the medication is discontinued.
- .334 It is the responsibility of the student to report to the nurse's office for his/her medication at the prescribed time.
- .335 The nurse will inform appropriate school personnel of the medication and possible side effects.
- .336 Unused medication will be returned to the student's home at the end of the school year or when the medication is discontinued. Parent or designated adult must pick up medication. Health room staff will dispose of all medications remaining after the final day of the school year.
- .337 Long-term medications such as asthma inhalers or bee sting kits will be returned home at the end of each school year. A new medication permission from both the physician and parent will be required for such medications at the beginning of each new school year.
- .338 Parents of the student must assume responsibility for informing the school nurse of any change in the child's health status or change in medications.
- .339 In all cases, confidentiality will be respected in regard to student medication. Relevant information will be shared only with appropriate personnel.
- .340 Elementary students will be allowed to keep throat lozenges and cough drops in their homerooms. These must be accompanied by a signed permission from a parent.
- .341 In certain cases, students may be allowed to self administer their medication under the supervision of health room personnel. Please refer to the guidelines for self-administration of medication by students found in the Health Room Procedure Manual for more information.

.342 The school district retains the discretion to reject requests for administration of medication.