

SECTION: PUPILS  
TITLE: MEDICATION PROCEDURES  
ADOPTED: JANUARY 12, 2006  
REVISED:

# Palmyra Area School District

## 210A MEDICATION PROCEDURES

The Palmyra Area School District has adopted the following procedures pertaining to the administration of medications to students during school hours:

1. All prescription drugs shall be administered by the school nurse, the parent, or, where the family physician so directs in writing, by the student him/herself.
2. All prescription drugs shall be securely stored and kept in their original labeled container in the nurse's office for those medications administered by the the school nurse.
3. All prescription drugs shall be kept in their original labeled container for those medications administered by the student him/herself.
4. If the prescription drug is administered by the school nurse, the school nurse shall maintain a record of the name of the student to whom medication may be administered, the prescribing physician, the dosage and timing of medication, and a notation of each instance of administration of the medication.
5. If the prescription drug is administered by the student him/herself, the school nurse shall maintain a record of the name of the student, the medication to be administered, the prescribing physician, the prescribing physician's letter directing that the student may self-administer, and the dosage and timing of medication.
6. Violation of these procedures will result in disciplinary action.
7. Distribution of a prescription drug or patent drug (over the counter drug) is a violation of the controlled substance policy.

**A CONSENT FORM PROVIDED BY THE SCHOOL MUST BE COMPLETED AND SIGNED BY THE PARENT OR GUARDIAN AUTHORIZING THE ADMINISTRATION OF MEDICATIONS.**