

Holy Trinity Episcopal Day School Medication Policy and Procedures August, 2008

Ideally, medications should be given at home. However, there are times when medications need to be administered during school hours. In order to be fully compliant with the Maryland State Department of Education and the Maryland Department of Health and Mental Hygiene, HTEDS has adopted the following guidelines.

- No medications – prescription or non-prescription - will be administered in school or during school sponsored activities without a written authorization form completed by parent/guardian as well as the physician. This includes such over the counter items as Tylenol, Benadryl, cough drops, etc.
- No over the counter medication (Tylenol, Benadryl, etc.) will be kept on hand in the school office. If a child needs this type of medication, the parent/guardian must provide it along with the written authorization form.
- All medication must be hand delivered to the school by the parent/guardian. Students may not bring medications to the school themselves. This medication will be confiscated.
- All medication must be in the original container, properly labeled and consistent with the physician's order.
- The first dosage of any new medication must be given at home by a parent/guardian. This is to rule out any possible side effect or allergic reaction to the medication. The only exception to this rule is the Epi-pen.
- In no case may any school staff administer any medication outside the framework of the procedures outlined above.
- The parent/guardian must personally collect any unused portion of the medication within one week of the expiration of the physician's order. If there is a change of dosage or administration, the school must receive a new order from the physician.
- The parent/guardian is responsible for obtaining the physician's order. School personnel will verify that the form has been properly completed. The form approved by the school is attached. The following information must be clearly filled out:

student name	medication name
reason for medication	dosage/strength of medication
date of medication order	length of time medication to be administered
route of administration	time or frequency of administration
possible side effects	expiration date or order
physician signature	
- Occasionally, a Middle School student may need to carry medication such as inhalers or Epi-pens on his/her person. A written physician's order must be on file for any student who is to carry medication during the school day. The order must specifically state that the student may carry the medication. NOTE: This will only be allowed following a conference with the Middle School division head.

