

Wilmington Area School District

300 Wood Street
New Wilmington, Pennsylvania 16142
724-656-8866
FAX 724-946-8982

Michelle M. Miller, Ed.D.
Superintendent

Jennifer L. Conrad
Secretary to the Board &
Business Manager



Dear Parents:

The Wilmington Area School District recognizes that parents have the primary responsibility for the health of their children. Although the district strongly recommends that medication be given at home, it realizes that the health of some children requires that they receive medication while at school.

The School Board has adopted an updated policy regarding the administration of medications. Attached is the "Use of Medications" policy and "Authorization for Administration of Medication" form that has been updated to reflect current safe practices for School Health programs.

Please ensure that you are familiar with the updated policy and the new "Authorization for Administration of Medication" parent signature form. The Authorization form must be used when your child takes **BOTH** prescription and over-the-counter medicines not covered by Wilmington Area School District standing medication orders from the school physician. This form requires the signature of **BOTH** the parent **AND** the physician.

Some of the requirements have changed and/or additions have been made. Please take note of the following requirements:

- Parents are required to bring medication to school and give it to the appropriate school personnel.
- All medications must be in the original labeled pharmacy container or the original over-the counter medication container.
- Medication will not be transported to and from school daily. Medications cannot be transported on the bus (unless otherwise approved).
- The parent/guardian shall pick up any unused medication or it will be properly destroyed by the nurse.
- The parent/guardian must assume responsibility for any changes in the student's health or change in medication. A new medication form must be completed by the parent and physician for each new change in medication.

This policy is now in effect. If you have any questions, please feel free to call either Anna Daugherty, Elementary school nurse at 724-656-8866, ext. 3030 or Sarah Vincent, High School/Middle School school nurse at 724-656-8866, ext. 1030.

Sincerely,

A handwritten signature in black ink, appearing to read "Michelle Miller", is written over a horizontal line.

Michelle M. Miller, Ed.D.
Superintendent

Enclosures (2)

AD:mi

WILMINGTON AREA SCHOOL DISTRICT BOARD POLICY

No. 210

Section: PUPILS

Title: USE OF MEDICATIONS

Date Revised:

Date Adopted: 11/17/2008

| Guide | 210. USE OF MEDICATIONS | Reference |
|---|--|-----------|
| 1. Purpose | <p>The Board shall not be responsible for the diagnosis and treatment of student illness. The administration of prescribed medication to a student during school hours in accordance with the direction of a parent/guardian or family physician will be permitted only when</p> <ol style="list-style-type: none"> 1. Failure to take such medicine would jeopardize the health of the student. 2. The student would not be able to attend school if the medicine were not available during school hours. | |
| 2. Definition | <p>For the purpose of this policy, medication shall include all medicines prescribed by a physician and any over-the-counter medicines not covered by Wilmington Area School District standing medication orders from the school physician.</p> | |
| 3. Authority SC 510 Title 22 Sec. 7.13 | <p>Before any medication may be administered to or by any student during school hours, the Board shall require</p> <ol style="list-style-type: none"> 1. The written request of the parent/guardian, giving permission for such administration and relieving the Board and its employees of liability for administration of medication. | |

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| <p>4. Delegation of Responsibility</p> | <p>2. The written order of the prescribing physician, which shall include the purpose of the medication, dosage, time at which or special circumstances under which the medication shall be administered, length of period for which medication is prescribed, and possible side effects of medication.</p> <p>The superintendent or designee, in conjunction with the Certified School Nurse, shall develop procedures for the administration and self-administration of student's medication.</p> <p>All medications shall be administered by the school nurse, or designee, or self-administered by the student upon written request and approval of the school nurse.</p> <p>All district employees involved in administering or supervising of self-administration of medication shall receive appropriate training from the school nurse.</p> <p>Except in truly emergency situations only medically licensed personnel, parents or guardians will administer medication within the schools of Wilmington Area School District.</p> | |

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| <p>5. Guidelines</p> | <p>Building administrators and the CSN shall review regularly the procedures for administration and self-administration of medications and shall evaluate recordkeeping, safety practices, and effectiveness of this policy.</p> <p>The district shall inform all parents/guardians, students, and staff about the policy and procedures governing the administration of medications:</p> <p>Parents are required to bring the medication to school and give it to the appropriate school personnel.</p> <p>All medications must be in the original labeled pharmacy container or original over-the-counter medication container.</p> <p>Medication will not be transported to and from school daily. Medications cannot be transported on the bus (unless otherwise approved). Medications will be securely stored at school.</p> <p>The parent/guardian shall pick up any unused medication or it will be properly destroyed by the nurse.</p> | |

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| | <p>The school nurse or designee shall maintain an individual medication log for all students taking medication during school hours.</p> <p>The parent/guardian must assume responsibility for informing the school of any change in the student's health or change in medication. A new form completed by the parent/guardian and physician will be required with each change of medication.</p> <p>The school nurse will determine the student's ability to self-administer medication and the need for care and supervision.</p> <p>To self-administer medication, the student must be able to</p> <ol style="list-style-type: none">1. Respond to and visually recognize his/her name.2. Identify his/her medication.3. Demonstrate the proper technique for self-administering his/her medication, measure, pour, and administer the prescribed dosage. | |

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| | <p>4. Sign his/her medication sheet to acknowledge having taken the medication.</p> <p>5. Demonstrate a cooperative attitude in all aspects of self-administration.</p> <p>The Wilmington Area School District will participate in the Department of Health's Supplemental Fluoride Dental Program under which dietary Fluoride supplements in the form of chewable tablets are distributed (K-4).</p> | |