

Alcott School

Parent Information for the Administration of Emergency Medication In-School

Children who attend the Alcott School may never self administer medications including prescription medications, non-prescription medications, ointments, topical creams or sunscreen.

Emergency medications:

Emergency medications may be administered by the nurse or specially trained staff members who are certified to do so. Emergency medications, including but not limited to drugs for asthma, Epipen or **Glucagon** for diabetes, may be administered under appropriate circumstances. The nurse consultant shall provide a health care plan which details the child's medical need for medication including preventive measures, symptoms which require medication, and information in the administration, action, side effects and purpose of medication, its timing and dosage. The names of certified staff members who may administer medication in an emergency situation for a particular child will be posted in each classroom.

Allergies: If your child has an allergy we ask that you make a plan with us which should include:

- providing us with Benadryl and 2 Epipens in original containers to keep in school. The pharmacy label and package insert must also be provided.
- providing us with a completed *N.Y.S. Written Medication Consent Form* for each medication signed by your doctor and yourself. This form can be obtained from the school office or at our website, www.alcottschool.org.

Dispensing of Emergency Medication:

- The parent must provide the student's medication and must deliver the student's medication to the School in a properly labeled original container. **Students should never carry medication in their back pack.**
- A doctor or other licensed health care provider must complete and sign an "Administration of Medication" form stating:
 - a. Student's name
 - b. Medical diagnosis
 - c. Name of medication
 - d. Dosage, timing and route of administration of medication
 - e. Length of time order is in effect
 - f. Prescriber's name, title, signature and telephone number
 - g. Date form completed.

- Special Considerations
 - ✓ Medication order must be renewed at the beginning of each school year (every 6 months) and when there is a change of medication.
 - ✓ A pharmacy label on medication does not constitute a written medication order and **CANNOT** be used in lieu of a written order from a licensed prescriber.
- A signed and dated parental permission form requesting the administration of medication in school must be submitted. (see *N.Y.S. Written Medication Consent Form*).
- The student's parent must deliver the medication to the School in a properly labeled original container. If the child takes the bus to school, the parent may give the medication to the bus driver to give to the child's teacher. Be sure that the medication is in a separate package with the child's name on it.
- All supplies necessary to administer the medication are the responsibility of the parent.
- Prescription labels must display:
 - a. Student's name
 - b. Name and telephone number of pharmacy
 - c. Licensed prescriber's name
 - d. Date and number of refills
 - e. Name of medication, dosage & frequency
 - f. Route of administration and/or other directions
- Over the counter non-prescription medication must be in the original manufacturer's container with the student's name affixed to the container.
- All controlled substances are counted upon receipt from the student's parent or guardian and are periodically be rechecked.

No medication may be given to a student without notifying the Director or Program Coordinator except in extreme emergency when these individuals are not available (e.g., class trips).

- A medication log will be maintained for each student receiving emergency medication. The staff member who administers the medication should record the date, time, dosage, and name of the medication, with his/her signature (see Medication Log form). The staff member should also inform the student's parent by phone and in writing after administering emergency medication.
- Any child for whom the Epi-Pen is administered must be sent to the nearest emergency room.

If you have any questions about this procedure, please see the site director at your location.