

**PARENTAL INFORMATION LETTER
ON THE MEDICATION POLICY
FOR THE WILKES-BARRE AREA SCHOOL DISTRICT**

Dear Parent/Guardian(s):

The WBASD recognizes that it is more desirable for medication to be administered in the home. However, any student who is required to take medication during school hours must comply with the school district regulations.

The following policy for administering medication by school personnel shall be adhered to:

1. Medication required by students shall be given by parents whenever possible. The first daily dose of medication prescribed shall be given at home unless indicated by a physician. Morning medication is the responsibility of the parent/guardian(s). However, the self administration of medication by students during school hours shall be done only in exceptional circumstances wherein the child's health may be jeopardized without it i.e., Rescue Inhalers, Epi Pens, Insulin Pens, Glucagon.
2. Medication is not to be self administered in school.
3. It shall be the responsibility of both the parent/guardian and the student to inform the school nurse of any medication, inhaler or medical equipment brought to or used in school.
4. (a) Prescription medication may be taken in school by a student when it is accompanied by a physician's written statement which shall include a diagnosis, type of medication, dosage, duration, instructions for administering and possible side effects. This document will be kept on file with the school nurse. Medication is to be received by the school in packaging according to current pharmacy standards.

(b) A student on non-prescription medication will need a parent permission form and proper labeling of a new, sealed container, with instructions for administration. Medications will not be given without a medication permission slip.
5. Daily prescribed medications will not be administered on days with delays or early dismissals.
6. The parent shall be responsible for supplying medication and the "Request for Administration of Medication" form to the school. The form includes the physician's statements and the parent/guardian authorization. These statements will release school personnel from liability should reactions result from medication.

7. The parent/guardian of a child with a known severe allergic reaction to stinging insects or other allergies requiring medication must notify the School District and complete a Request for Administration of Medication form. Parent/Guardian(s) should supply their child's medication and maintain current shelf life.
8. Students are not permitted to carry Epi Pens, Inhalers, or medications deemed medically necessary without the knowledge of the school nurse. Physician orders must state that it is absolutely necessary for the child to carry this medication.
9. Under no circumstances should school personnel, other than the school nurse, provide any medications to students including cough drops.
10. At the end of the school year, it is the responsibility of the parent/guardian to pick up any remaining medication; otherwise it will be disposed.

If you have any questions concerning the above policy, please contact the school nurse or school principal.