

# WINCHESTER PUBLIC SCHOOL MEDICATION POLICY

The medication Policy of the Winchester Public Schools will protect the health and safety of students when medications are prescribed during school hours.

The Winchester Public Schools adheres to MDPH regulations governing the administration of prescribing medications, over the counter medications, Epipens, and field trip delegation (105 CMR 210.000: 105 CMR 210.100: 105 CMR 210.005).

The Winchester Public Schools will maintain a committee to review, revise and update the medication policy on a bi-annual basis.

## Procedures:

- A written, signed and dated request by the physician and the parent/ guardian authorizing the dispensing of prescription medication in school is needed. Written authorization from the parent/ guardian is required for over the counter medications. *Parents must supply these medications that will be stored in the nurse's office.*
- Prescription medications must be dispensed only from the original container with a pharmacy label that includes the name of the student, the name of the drug, dosage, time, and duration of administration. The reason for giving the medication and possible side effects should be noted. Expiration dates shall be checked. Requests from parents to give over the counter medications must include the same information.
- An authorized adult should deliver the medication to the school nurse. No student should carry medications, with the exception of rescue medications, on the school bus or in the school building, during school hours. If the parent/ guardian prefers, they may come to school to administer the medication.
- We wish to remind parents/guardians that unless the above measures are met, the school staff can not be responsible for the administration of medications to students.
- Any questions that you might have about this procedure should be referred to your school nurse.

Revised/ Reviewed  
3/13/2015  
1/05/18