

PORTSMOUTH CHRISTIAN ACADEMY

Policy: Medication

Reviewed on: 12/10/21

Approved by:

Administration

- The nurse or UAP will follow the 6 rights of medication administration (time, dose, route, person, drug and documentation).
- OTC – Must have permission from parents to administer OTC (over the counter) medications. This can be obtained via a signed order or verbal permission.
- Prescription – Short term medication will need a note with instructions from a parent or a health care provider. Long term and controlled medications will need an order from a healthcare provider, a note from a parent will not be accepted for this.

Medication on Campus

- All prescription medication must be turned into the nurse's office or front desk to be given to PCA School Nurses. No more than a 30-school-day supply of prescription medication will be stored on campus at a time. Any medication must be stored in its original pharmacy or manufacturer-labeled container, and in such manner as to render them safe and prevent loss of efficacy. The medication will be labeled with the student's name, medication and correct dose on it.
- Lower school students - are not permitted to have any medication on their person or in their backpack, this includes any and all OTC medication.
- Upper school students - may have OTC medication on their person or backpack but are not permitted to share these with other students.

Drop off/Returning to parents

- OTC and non-controlled prescriptions may be given to the Lower school front desk or the nurse by the student at arrival. Similarly, parents may also drop off these medications.
- Controlled medications must be brought into the school by the parent, counted with the parent/school representative, entered into the log book and signed off by both parties.
- When returning OTC/short term prescription medication the school nurse will hand these medications to the parent at dismissal time on the loop. If this cannot be done, with parent permission the nurse may place this medication in the backpack of students in Grade 3 or higher within 30 minutes of dismissal.
- Controlled medication must be picked up by the parent and documented in the log book by a parent and a school representative.

End of the year

- Nurse will notify parents within 1 week of the end of school that medications will need to be picked up and will advise any remaining medications will be disposed of.
- Emergency medications must remain on campus through the end of the last day of the school year that the student is on campus and may be given to parents at the dismissal.
- Nurse will dispose of medication by placing it with water, in coffee grounds, cat litter or a medication disposal pouch and placing it in the garbage. Nurse will have a witness to this disposal and record this in the log book which will be signed by both parties.

Reference: N.H. Code Admin. R. Ed 311.02