

Saint Michael School
301 Saint Elizabeth Street
Loretto, PA 15940
(814) 472-9117

August 2016

Dear Saint Michael School Families:

A policy implemented by the Pennsylvania Department of Health, regulates new guidelines for the administration of prescription and over the counter medication (OTC) to students throughout the school day. The directives are as follows:

1. **No one except a licensed professional** can dispense prescription or over the counter (OTC) medication in a school. **We, the office personnel, will no longer dispense Ibuprofen, Tylenol, Tums, cough drops or prescription medications.**
2. In the absence of a licensed professional, neither the secretary nor the principal can administer OTC meds or those prescribed by a doctor **UNLESS** it is an emergency medication (**epinephrine or asthma inhaler**).
3. A **doctor's order** must accompany **prescription or OTC** medications to be dispensed only by a licensed professional (school nurse). Our school nurse availability is limited to one afternoon, every other week. Again, even with a doctor's order, **office personnel is NOT PERMITTED** to dispense any prescription or OTC medications. For example, if cough medicine is brought to school it cannot be given unless the doctor has signed an order to be administered during school hours and **ONLY IF THE NURSE IS PRESENT** to dispense the ordered dosage.
4. In the event your child is on a maintenance medication, for example Insulin, arrangements can be made with our district school nurse to administer the medication on the contingency that a doctor's order has been issued and is on file with our office.

Parents are permitted to administer their child's prescription and OTC meds during school hours. When your child is ill and unable to finish out the school day, you will be notified so that you can make a decision on what you think would be the best plan of action for your child.

I apologize for the inconvenience these directives may cause, but they are **state mandated** and we must comply. Thank you in advance for your cooperation.

Sincerely,

Mrs. Renee M. Phister