

Old Colony Regional Vocational Technical

High school

Medication Drop-Off Procedure

Medication Drop-Off and Pick-Up

All medications are to be transported to the nurses office by a parent or guardian where the medication is counted and signed in by both the parent and the nurse. No other personnel in the schools can accept medication. A doctor's written prescription is required (see form), as well as written parent permission (see form) to administer medication at school. Both of these forms are available on the Old Colony website under student medication forms. Please note: Students are not allowed to bring medication to the nurses office/school. If this occurs, the medication will be held in the nurse's office until a parent/guardian is able to pick it up. If it is not picked up by the end of the school year or before the expiration date, the medication will be disposed of.

What to Know Prior to Drop-Off

- Please make every effort to drop off your child's medication during the school day 7:30 AM-2 PM
- To ensure the nurse is available, please call the nurses office to make an appointment time the day before dropping off meds
- If a medication needs to be delivered before or after these times, please call the nurse to make arrangements
- All medication must be delivered by the parent/guardian or designated adult
- Only a 30-day supply of medication will be accepted at any time.
- Please deliver the medication in its original form. If medication needs to be cut, the nurse will cut the pills at school
- All medication must be delivered in a pharmacy or manufacturer labeled container. Please ask your pharmacy for a second up to date labeled medication.

PLEASE NOTE: due to aerosolization - nebulizers will not be administered in school and all inhalers MUST have a spacer.

How to Prepare Medication for Drop-Off

- The medication, in its original pharmacy labeled container, placed in a zip-lock bag or envelope with the following:
 - a. Student Name, Name of Medication, Amount Enclosed, Medication Order (dated for this school year and signed by parent/guardian).
 - b. A medication order from a licensed prescriber shall contain (see prescriber form):
 - i. Name of student
 - ii. Name and signature of licensed prescriber and his/her business and emergency phone numbers
 - iii. Name of medication
 - iv. Frequency and time of medication administration
 - v. Date of the order and discontinuation date
 - vi. Diagnosis related to the medication to be administered

Procedure Upon Arrival:

- Please check in at the front desk when you arrive at school. The secretaries will call the nurses office to notify the nurse you have arrived with medication.

Thank you for your cooperation. It is greatly appreciated.

School Nurse Old Colony RVTHS

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Reference: Medication Policy: Administering Medication to students JLCD ([Hyperlink here](#))

School Health Manual:

<https://www.mass.gov/doc/105-cmr-210-the-administration-of-prescription-medications-in-public-and-private-schools/download>