



## BIG BEAVER FALLS AREA SCHOOL DISTRICT

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TO: Parents & Guardians

RE: Procedures in regard to Administration of Medication

The Pennsylvania Department of Health recently released new guidelines with regard to the administration of medication and emergency care in schools. To address our districts' procedural changes with regard to these new guidelines, a committee consisting of school nurses and administrators met during the summer. Please be advised as to the following changes in our districts' procedures:

### Administration of Medication

Please be advised that only the school nurse is permitted to dispense medications, this includes both prescription and over the counter medications (such as cough drops and Tylenol). Absolutely no other staff members, including principals, are permitted to dispense any kind of medications to students.

### Field Trips

The committee realizes that as students mature, they become more capable of taking care of themselves; therefore, guidelines for administration of medications during field trips were developed according to age level.

#### Procedures for Elementary Students (PreK – grade 5)

In State Trips – Medications may be administered by

- a. a BBFASD school nurse,
- b. a Board approved, licensed (Registered Nurse, Licensed Practical Nurse, Certified School Nurse) volunteer,
- c. a Board approved, licensed (Registered Nurse, Licensed Practical Nurse, Certified School Nurse) substitute nurse,
- d. the parent/guardian of the student requiring medication.

Out of State Trips – Medications must be administered by the students' parent/guardian. Our school nurses are certified to administer medications within the state of Pennsylvania.

#### Procedures for Middle School Students (Grade 6)

In State Trips – Medications may be administered by

- a. a BBFASD school nurse,
- b. a Board approved, licensed (Registered Nurse, Licensed Practical Nurse, Certified School Nurse) volunteer,
- c. a Board approved, licensed (Registered Nurse, Licensed Practical Nurse, Certified School Nurse) substitute nurse,

Out of State Trips – Medications must be administered by the students' parent/guardian. Upon receipt of a physician's orders and under adult supervision, **seventh and eighth** grade students will be permitted to self medicate. Our school nurses are certified to administer medications within the state of Pennsylvania.

#### Procedures for High School Students (grades 9 – 12)

In-state Trips – Medications may be administered by

- a. a BBFASD school nurse, or
- b. a Board approved, licensed (Registered Nurse, Licensed Practical Nurse, Certified School Nurse) volunteer.
- c. Upon receipt of a physician's orders and under adult supervision, students will be permitted to self medicate.

Out of State Trips – Upon receipt of a physician's orders and under adult supervision, students will be permitted to self medicate.

In an effort to share this information with parents, our school nurses will have building level informational sessions. In addition, information will be available on the district's website and newsletter.

If you have any questions, please do not hesitate to speak with your school nurse or building administrator.