

Health Services and Medication Administration Policy

A registered nurse (RN) is on campus as the Health Services Coordinator. Her duties include overseeing the clinic, maintaining student health and immunization records, as well as teaching health classes. Student and faculty health care, education and policies are coordinated by the registered nurse and assisted by school personnel.

The clinic, located on the upper level of the Lower School, provides a place where care can be given to students of any age who become ill or injured while on campus. We respectfully request that you keep ill children at home so that infectious conditions are not spread to classmates, or faculty and staff. Should your child become ill or injured during the school day, the clinic will make every effort to care for them so that they may return to class. If necessary, students will be allowed to rest 15-20 minutes before deciding whether they will return to class or phone their parents to go home. Students whose temperatures are 100 F or higher will be asked to go home and should not return to school until they have been fever free for 24 hours without the use of Tylenol (acetaminophen) or Motrin (ibuprofen). When notified of the need to go home, we request that your child be picked up from school within 30 minutes of receiving the call. If this is not possible, please make other arrangements to have your child picked up from school. Again, keep in mind, the clinic is an acute care clinic; it serves the entire campus; and clinic space is very limited.

School policy requires that for every student, a parent or guardian submit a fully completed and signed Student Information Form online before the start of each school year. **No student is allowed to begin classes until this has been done.** Please keep the clinic updated on any changes in relevant health history, or any changes regarding medication. Changes in emergency contact information should be sent through the LHPS website under “About LHPS”, “Contacts and Forms”.

The **policy for medication administration** at LHPS is as follows:

It is recommended that the first dose of any new medication be administered at home. If you or your child’s physician decides it is necessary for your child to receive medication during the school day, including self-administered medication, a Medication Administration Form must be on file in the clinic; this includes medications for Lower, Middle and Upper School aged students. NO medication of any kind may be carried on

a student's person – with the exception of cough drops, Chap Stick, inhalers for asthma, or emergency medications for allergies and/or diabetes. Routine medications are to be administered through the clinics located on both campuses, the Middle School office, Upper School office, or by a teacher if specific arrangements have been made. Medication must be received in its original container and labeled with the student's name. Under no condition will children, including siblings be allowed to share prescription medications. All medication is stored in an organized manner in a locked cabinet in the clinic. A refrigerator is also available for medications requiring refrigeration.

Tylenol and Advil are the ONLY medications LHPS supplies for students and are used ONLY if absolutely necessary for acute pain that cannot be relieved by non-medical means. A supply of regular strength Tylenol and Advil are kept in the clinics on both campuses, as well as the Middle School and Upper School offices. Your signature giving permission for LHPS to administer Tylenol or Advil does not mean that your child will automatically be given Tylenol upon his/her request. As there is no emergent condition for which Tylenol must be administered, all attempts will be made to relieve your child's discomfort without the use of medication. If a child comes to the clinic early in the morning requesting medication we will check with a parent before administering the medication, as we do not want to duplicate medication your child may have taken from you earlier at home. Also, unless a physician's written request has been provided, no student will be given Tylenol or Advil more than three days in a row without contacting that student's parents.

The policies regulating the administration of medication during school hours are for the students' safety and are mandated by the State. Please understand that school personnel will not be able to administer any medication to students unless they have received a Medication Administration form properly completed and signed. You may download a Medication Administration form from the LHPS website under "About LHPS" – "Services" – "Health Services".

With parent permission, students may carry and self-administer their own inhalers or emergency medication for diabetes and severe allergies, as long as a Medication Administration Form is on file in the clinic. **Students may not share medications of any type with other students.**