

## ADMINISTRATION OF MEDICATIONS AT THE WALDORF SCHOOL OF PRINCETON

### MEDICATION DURING SCHOOL HOURS

Whenever possible, the parent/guardian should arrange with their physician for medication to be given outside of school hours. If the physician deems it necessary for the student to take medication during school hours, there are specific procedures to follow. **These procedures are to be followed for all medications**, including over-the-counter or short-term medications such as antibiotics or cough medicine. The school nurse will administer only FDA approved medications. *Only the parent /guardian, school nurse or school substitute nurse can administer medication to students while at school, except as set forth below.*

**Physician:** Must complete and sign the appropriate WSP Physician order form. Medication orders are effective for 1 school year (September –June) and must be renewed **before the start of each school year. The prescribing physician must write all orders and changes. Verbal permission and notes from parents are not acceptable.** (*Medication forms are found on the WSP website.*)

- **Asthma Treatment Plan** → For Students who have asthma and use an inhaler or nebulizer- asthma triggers and treatment plan must be provided. Must include self-administration authorization if applicable.
- **WSP Life Threatening Allergies:** Medication Orders, Delegate and Self-administration authorization → For students who have life threatening food or other allergies which require emergency epinephrine. The specific allergies must be listed on this form each year along with Epinephrine dose, antihistamine dose, delegate consent and self-administration authorization if applicable.
- **Physician Medication Order** → Any other medication required during school hours. Herbal supplements/ dietary supplements will not be given. Medications must be FDA approved

**Parent/guardian:** Must complete and sign the appropriate parent consents, liability waivers and parent contacts for all of the above medication orders. These must be renewed each school year.

For the safety of all students, *ALL medications must be hand delivered to the school nurse or the front desk receptionist* by the parent/guardian. They must be in the original pharmacy labeled container and they must be UNEXPIRED.

- When getting the prescription filled—ask the pharmacist to provide an extra-labeled container for the school.
- Students are NOT permitted to carry medication to school UNLESS they are prescribed to self-administer. \*\*

If your child needs cough drops in school, a note from the parent is all that is required. Students are not permitted to have cough drops in the classroom as a safety precaution. Students are required to go to the Health Office and stay with the nurse until they have finished the cough drop.

If a medication or a medication order is not available or if the nurse is not on duty, 911 will be called in an emergency. Medications will be returned at the end of the school year. They will be discarded if not picked up.

### Asthma Medication

#### Nebulizers or Aero-Chambers

The parent must provide a current inhaler and aero- chamber if needed. If a nebulizer is needed- a mask, aerosol chamber, tubing and nebulizer solution must be provided. These will be kept in the Health Office for the school year. The school has a nebulizer available during nurse hours.

*Nurse hours: Monday –Friday 10-2:30. Be cognizant of your child's respiratory symptoms before school. A teacher cannot administer an inhaler or nebulizer. 911 will be called in an emergency if the nurse is not present.*

### PERMISSION TO SELF-ADMINISTER MEDICATION

#### For Students with Asthma or Life Threatening Allergies

- \*\*Written authorization is required from both the physician and parent/guardian in order for a student to self-administer his/ her inhaler for asthma or epinephrine for a life-threatening allergic reaction -The student is capable of and has been instructed in the proper method of self-administering the inhaler and/ or Epi-injector in accordance with NJ law. This must be authorized before the beginning of each school year. (See Asthma Treatment Plan or WSP Life Threatening Allergies: Self-administration sections.)

- The student is aware he/she must always carry an Epi- auto-injector / and or inhaler. The student must notify a teacher or school nurse of exposure to an allergen or self-administration of the epinephrine auto-injector and / or inhaler.
- If a student is unable to administer the Epi-injector the nurse or delegate will do so.
- An extra epinephrine auto-injector (Epi-pen, Auvi-Q, etc.) and antihistamine if prescribed **must** be provided to the health office for the school year if a student self-administers. WSP encourages parents/ guardians to provide a back-up inhaler to the health office for students who self-administer an inhaler.
- Written notification that the WSP, its employees or agents shall incur no liability as a result of any injury arising from self-administration of an inhaler or epinephrine injector by a student, must be signed by the student's parent or guardian at the beginning of each year on the appropriate parent consent form.
- Any employee who acts in good faith shall be immune from any civil or criminal liability arising from actions performed pursuant to NJ law.

### **MEDICATION ON FIELD TRIPS:**

*WSP encourages each parent/guardian to arrange for medication to be given before or after the field trip, whenever medically possible. Because of the unique nature of the WSP field trips and school-sponsored events the administration of medications can often be challenging. We strive to make all accommodations. If your child will require medication on a field trip, please review the following options. This includes prescription, homeopathic and over the counter medications.*

1. The parent/guardian can chaperone the trip and administer the medication.
2. The parent/guardian can meet the student on the field trip and administer the medication.
3. The medication times can be adjusted to before or after the trip.
4. Students with asthma or potentially life-threatening allergies may self-administer if prescribed in accordance with NJ state law. (See Self-Administration above). A student who is prescribed to self-administer an inhaler or Epinephrine-injector is responsible to carry the medications at all times.
5. A delegate certified by the school nurse to administer an Epinephrine-injector will accompany the students on the trip in accordance with NJ state law
6. **A guardian may be appointed for the purposes of administering the medication** to a student on a trip. The guardian cannot be a school employee.

The parent(s) must provide the **notarized form, submitted no later than 2 weeks before the trip.**

**(School Trip Liability Waiver -Guardian Authorization Form** is found on the WSP website)

The form includes the following information:

- a. The full names of the parents.
  - b. The full name of the child.
  - c. The name of the designated guardian authorized to administer the medication on the trip.
  - d. List of the medications, dosage and times the medications are to be given.
  - e. Both parents must state in writing that the WSP, its employees and the designated guardian have no liability and shall indemnify and hold harmless the WSP, its employees and the designated guardian against any claims arising out of this request.
  - f. Both parents (if applicable) of the child must sign the letter.
  - g. The guardian authorized to administer the medication will receive a copy of the instructions from the school nurse and agree to administer the medications as outlined.
7. **Self-administration:** A student can self-administer his/her own medication while on an overnight trip.
    - a. A **physician's authorization** stating clearly that the child can self-administer his/her own medication with adult supervision, is **submitted at least 2 weeks before the trip.**
    - b. In addition, parent(s) submit a **School Trip Liability Waiver -Self-administration form.** (Found on WSP website) List the medications with instructions that the student will take and submit to the nurse **at least 2 weeks before the trip.** The nurse will compile all medications and instructions for the trip. The directions and medications will be given to the chaperone. The student will ask for the medication and take it in the presence of the chaperone. This form must be signed and dated stating the employees and the chaperone shall have no liability and the parent(s) shall indemnify and hold harmless the WSP, its employees and the chaperone against any claims arising out of this request for his /her child to self-administer the medication while on the trip.

**The ABOVE SELECTED FORM must be submitted no later than 2 WEEKS BEFORE THE TRIP**

**No Medication will be accepted if the applicable form is Not Submitted as outlined.**

8. For Safety reasons **Students are NOT allowed to carry any medication.**  
(With the exception of an authorized inhaler or Epinephrine-injector.)
9. **ALL MEDICATIONS (in the original containers with pharmacy label/directions attached) Must be submitted No Later than 2 Full School Days before departure or Specified Date.**
10. For all other medical concerns please email the school nurse at [nurse@princetonwaldorf.org](mailto:nurse@princetonwaldorf.org)