Medication Policy Summary for Parents

To protect the health and safety of all students, Calvary Christian Academy (CCA) follows guidelines established by the Delaware Board of Nursing, Delaware Department of Education, and the National Association of School Nurses (NASN) for the safe administration of medications at school.

1. Medication Drop-Off Requirements

- All medications must be delivered in the original pharmacy or manufacturer-labeled container.
- Prescription labels must include:
    - Student name
    - Medication name
    - Dosage
    - Administration instructions
- Expired medications cannot be accepted or administered.
- Required medication forms and provider orders must be completed before medication may be administered at school.

2. Campus-Specific Medication Drop-Off Procedures

<u>Campus 1 & Campus 3</u>

- All medications must be delivered directly to the school nurse by a parent/guardian.
- Medications may not be left with teachers, office staff, or other school personnel.
- If drop off must occur outside of school nurse hours, drop-off must be arranged with the school nurse.

<u>Campus 4 (No On-Site Nurse)</u>

- Trained front office staff or administration may accept NON-controlled medications only.
- Medications and paperwork will be secured and forwarded to the Campus 1 school nurse for review.
- If required paperwork is incomplete:
    - Medication may be accepted for safe storage only
    - Medication will be placed on temporary hold
    - Medication may NOT be administered until approved by the school nurse
    - Parents/guardians may come to school to administer medication until documentation is completed

<u>Campus 2 (Grades 7–12)</u>

Grades 7–8

- Students may NOT transport medications to school.
- All medications must be delivered by a parent/guardian directly to the school nurse.
- If drop off must occur outside of school nurse hours, drop-off option must be arranged with the school nurse.

Grades 9–12

Students may transport NON-controlled medications ONLY if:

- Student if deemed responsible by the school nurse
- Parent/guardian provides prior email or telephone notification to the school nurse
- Medication is in the original labeled container

- Required paperwork accompanies the medication
- Medication is immediately surrendered to the school nurse upon arrival

Students may NOT:

- Carry medications throughout the school day
- Store medications in lockers or backpacks
- Share medications with other students

3. Controlled Medications

Controlled substances (including ADHD medications) require strict handling procedures.

- Students may NEVER transport controlled substances.
- Controlled medications must be hand-delivered directly to the school nurse by a parent/guardian.
- Controlled medications may NOT be dropped off at front offices or accepted by Campus 4 staff.
- Controlled substances will be counted and documented at drop-off and pick-up.

4. Over-the-Counter (OTC) Medications

OTC medications require parent/guardian authorization prior to administration.

- OTC medications included on the CCA OTC Standing Order may be administered with parent consent.
- OTC medications not included on the standing order require a written healthcare provider order in addition to parent authorization.
- Students may not carry or share any OTC medications

5. Self-Carry & Emergency Medications

Students may self-carry approved emergency medications such as:

- EpiPens
- Inhalers
- Diabetes supplies

Self-carry requires:

- Healthcare provider authorization
- Parent/guardian consent
- School nurse approval

Students requiring emergency medications must also provide a completed Emergency Action Plan signed by their healthcare provider.

6. Parent/Guardian Responsibilities

Parents/guardians are responsible for:

- Providing completed medication forms and required provider orders
- Notifying the school nurse of medication or health changes
- Ensuring medications remain current and unexpired
- Picking up medications at the end of the school year

Any unclaimed medications will be safely disposed of according to school policy.

CCA strictly enforces medication policies to maintain the health, safety, and well-being of all students.