



# West-Mont Christian Academy

873 South Hanover Street • Pottstown, Pennsylvania 19465  
610-326-7690

## ADMINISTRATION OF MEDICATION

West-Mont has available for administration during the school day the following OTC medications: Advil, Tylenol, Benadryl, Halls cough drops and Tums (or their generic equivalent). They will be given as needed if the consent form has been signed by one or both parents.

We understand that during the school year your student may require either a prescription or over the counter (OTC) medication to be administered during the school day. If possible, it would be beneficial to schedule medication administration around school hours to prevent the need for medication administration during school hours.

If your student would need to be given either a personalized prescription medication or an OTC medication other than the above listed medications available at school, please follow the below instructions to ensure the safety of your student along with all the students at West-Mont.

### **Prescription Medication**

A parent/guardian or a responsible adult designated by the parent/guardian should deliver all medications to the school. **The medication MUST be in the original pharmacy labeled bottle with the full label intact.** The Authorization for School Medication Administration form **MUST** also accompany the medication. This form is included with this packet of information and can also be found on Renweb. Medication orders are required from a physician for prescription medications to be given during school hours. At the end of each school year, a parent/guardian or a responsible adult designated by the parent/guardian should pick up all unused medications. If they are not picked up they will be properly discarded. It is essential that the label contain all the original information from the prescriber as listed below.

Name, address, telephone number and Federal DEA number of the pharmacy

Patient Name

Directions for use (dosage, frequency and time of administration, route, any special instructions)

Name and registration number of the licensed prescriber

Prescription serial number

Date originally filled

Name of medication and amount dispensed

Controlled substance statement, if applicable

### **Over the Counter Medication (OTC)**

If you chose to send in an OTC medication other than what we have available at school, **it MUST be in the original bottle, labeled and kept in the nurse's office.**

**In order for us to administer the medication, it MUST be labeled with the following:**

- Student's name
- Name of medication must be clearly visible on the original bottle
- Route and time of medication administration

### **Long Term Medication Administration**

If your student requires routine administration of a long term prescription medication during school hours please follow the above listed instructions. Additionally, a new prescription is needed every school year. Physician's orders do not carry over from one school year to the next.



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## **SICK DAY GUIDELINES**

### **Should I keep my child home or send him or her to school?**

Keep your child home if he or she:

- Has a fever of 100 degrees or higher
- Has been vomiting
- Has symptoms that prevent him or her from participating in school such as:
  - Excessive tiredness or lack of appetite
  - Productive coughing or sneezing
  - Headache, body aches, earache
  - Severe sore throat

A minor sore throat is usually not a problem, but a severe sore throat could be strep throat even if there is no fever. Other symptoms of strep throat in children are headache and stomach upset. Contact your pediatrician as your child needs a special test to determine if it is strep throat.

**Keep your child home until his or her fever has been gone for 24 hours without medication.** Colds can be contagious for at least 48 hours. Returning to school too soon may slow the recovery process and expose others unnecessarily to illness.

### **Does my child have the flu?**

The flu is serious. Call your pediatrician at the first sign of flu symptoms, which typically come on suddenly. These include:

- High fever
- Chills
- Headache, body aches, earache
- Nausea, vomiting
- Dry cough

If you are unsure about the best way to treat your child's cold or flu, ask your school nurse, doctor, pharmacist, or other healthcare provider.

### **How do I help my child feel better?**

- Make sure your child gets plenty of rest
- Encourage fluids such as water, soup, juice and ice
- Consider using a cool humidifier
- When used as directed, cough and cold medicines help relieve cough and cold symptoms while your child is getting better. Read and follow the directions carefully being sure to give the appropriate dose.