

Medication Policy FAQs



What is the policy for administering medication at school? The School District of Springfield Township has developed a specific medication policy with the interest of protecting our students and maintaining the integrity of our staff. In brief, all medications must be sent to school in the original container, marked with the student's name, name of the medication, time to be given and dose. The medication must be accompanied by the written permission of both the parent and the doctor. This policy applies to both prescription and over-the-counter medications, as well as homeopathic and herbal remedies.

What information must be included in the written doctor's permission? A complete doctor's order contains the name of the student, the name and dose of the medication, the time at which it needs to be administered, the duration of the medication order, how the medication is to be given and the reason for which the medication is being ordered. The physician medication order must be signed by a licensed physician, nurse practitioner, physician's assistant, dentist, or orthodontist.

Does the bottle pharmacy label count as a doctor's order? No. The pharmacy label is a transcription of the original prescription and does not contain the doctor's signature.

Where do I get a medication administration form? [Medication Administration Consent Forms](#) are available on the School District website or by contacting your building school nurse. Your doctor does not have to use our forms. If the doctor writes a prescription, you may make a copy for the school nurse or your doctor may have a standard form that they use for schools. Your doctor may fax the form to your child's building, attn. school nurse, if this is more convenient. The nurses' fax number is 215-233-6001.

How often do I need to renew the doctor's orders? A new doctor's order is required each school year for ongoing medications. New doctor's orders are also required for any new medication or change in existing orders (such as a change in medication type, dose or frequency).

Do you keep a supply of Tylenol and Motrin for the children in the schools? No. All medication given to students must be provided by the student's parent/guardian. Please remember that parent and physician permission is required for all medication administration.

May I send my child's medication into school with them? Please consult with your building school nurse. There are some medications which must be delivered directly to the school nurse by an adult. Unless prearranged with the school nurse, all medication must be delivered directly to the nurse's office.

May my child carry his/her own inhaler or epinephrine (i.e. EpiPen)? Students may carry these emergency medications if they have both parent and physician permission specifically stating that the student is competent with administration and needs to carry these medications. If you plan on having your child carry their own medications you must contact the school nurse for further instructions and to provide the proper paperwork.

Still more questions??? Please contact your child's [building school nurse's office](#), we are happy to help!