



TO: Parents of Harding Students, grades 7-12
FROM: Melanie P. Semore, head of upper school
DATE: June 25, 2013

Please read carefully the following guidelines which will apply to the dispensing of any medications during the school day:

1. All medications, prescription or nonprescription, must be brought to school in their original containers, correctly labeled. Prescription medicines must have a label from the pharmacy or from the physician's office. This label must include this information:
 - Student's name
 - Name of the medication
 - Strength of each unit of the medication
 - Dosage amount and time
 - Physician's name

Nonprescription (over-the-counter) medication must be in the original container and must be labeled with the student's name but in a manner which will not obscure the original container label.

Medications must be taken to the office of the Dean of Students

2. We are required to make an annual report about every dose of medication given to every student during every school day. Therefore, for each medication a student will be taking, the parent or guardian must complete a Parental Authorization/Daily Log for Self-Administration of Medication. Two forms are enclosed with this memo. Additional forms are available in the office of the Dean of Students. Please note that you need one form per student per prescription medication. You may, however, use one form for multiple over-the-counter medications. For example, you may use a single form to give permission for Tylenol, Sudafed, and Pepto Bismol.
3. The school is no longer permitted to provide medications such as Tylenol, Sudafed, and Pepto Bismol. Parents must provide these medications.
4. School personnel may not administer any medication or perform any medical procedures. School personnel may only supervise the student as he takes the medication himself or performs the medical procedure himself. For example, school personnel may not break pills, may not mix medications (such as that used to treat asthma), and may not perform blood sugar tests. Medication of an invasive nature for emergency action (such as the pen used for allergic reactions) may be administered by school personnel only under these conditions:
 - Parents/guardians must arrange for school personnel to be trained.
 - Physician's orders and instructions for this medication must be on file in the school office.

5. Prescriptions for long-term medications must be renewed annually. When the duration of a medication is complete, the parent/guardian is responsible for picking up the remaining portions of the medication.
6. No student will be allowed to carry any medication (either prescription or over-the-counter) with him during the school day. Neither will a student be allowed to take any medication except under the supervision of school personnel or of his parents. The only exception will be for students who use asthma inhalers.
7. We urge you to try to arrange for all medications to be given outside the school day. You may want to check with your physician about changing a dosage schedule. Please send to school only those medications which absolutely must be given during school hours.
8. We will not be able to assist with any medication if these guidelines are not followed for that medication.