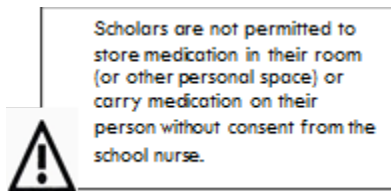


Medicine Policy



Parents/guardians may only check-in prescription medications and routine over-the-counter medications by hand-delivering them to Wellness Suite staff in the Wellness Suite located in the academic building. **Medications cannot be left at the security desk or with anyone other than the above mentioned staff.** A medication authorization form for all prescriptions must be

completed and signed by both the scholar's doctor and parent/guardian. **Only medications in original prescription/non-prescription bottles will be accepted.** Prescription medication containers must bear a legible pharmacy label with the scholar's name and clear administration directions. A form must be completed for each non-prescription medication to be dispensed and the parent/guardian must sign this form. New forms must be submitted each time there is a change in prescription or non-prescription medication, such as Tylenol, Advil, etc.

SEED DC requests that parents have doctors write two prescriptions (one for home and one for school) or that parents have the pharmacist split the prescription into two bottles (both with appropriate labels). **If this is not possible, parents need to count and to keep weekend medication at home prior to delivering medication to the Wellness Suite.**

Asthma medication, antibiotics, and creams will be the only medications sent home (on check out day) for the weekend/vacations. Medical equipment will be sent home on checkout days by request. All medications must be picked up at the checkout desk by an authorized adult. Medication will NOT be released to scholars with the exception of asthma medication.

It is the sole responsibility of the parent/ guardian to maintain a proper supply of medication at school and at home and to ensure that prescriptions are re-filled at appropriate intervals. Medications purchased at local stores and brought from home without following the procedures above is not allowed on campus and, if found, will be confiscated and destroyed, for the safety of all scholars. The parent/guardian is required to pick up medication the last day of school. Medication that is not picked up by the parent/guardian at the end of the school year will be destroyed.

As young adults, scholars should monitor their medication time and ensure that they receive their medication as directed. Parents should speak to their scholars about the importance of taking responsibility for medication. Only trained personnel will distribute medicine and perform injections to scholars as directed by a doctor or pharmacist. Occasionally, parent(s) or guardian(s) may be called to administer medications. Specific questions about medicine should be directed to the school nurse at (202)-248-3008.

SEED PCS commits to administering all prescribed medications on time. If a scholar refuses to take prescribed medication, Wellness Suite staff will take following steps:

- 1) Discuss with the scholar why he/she does not want to take the prescribed medication,
- 2) Offer psych educational information regarding the medication with the scholar (if appropriate),
- 3) Notify the parent and document the communication in the scholar's medical chart, and/or
- 4) Notify and collaborate with the grade level social worker and attempt strategies, interventions and incentives (if appropriate) to support the scholar with taking the medication.

