

Salisbury School Medication Policy

Salisbury School has a clear and firm policy regarding the handling and administration of prescription and nonprescription medications. *Please note the distinction between medications that are allowed in the dorm/student's possession and those that are not.* Noncompliance with this medication policy is a violation of a major School rule and is subject to disciplinary action.

Medications ALLOWED in the Dormitory/Student's Possession:

Certain medications may be kept in the student's dorm room and may be self-administered by the student.

Examples of medications allowed in the dorm include antibiotics, acne medications, asthma or allergy medications, over-the-counter analgesics (Tylenol, Advil, Aleve), cough/cold medications (must be alcohol and dextromethorphan-free), vitamins, and supplements. Medications must be in their original containers with pharmacy label indicating strength, dose, time, and duration of administration. Prescribing physicians and parents must be sure the instructions and possible side effects of all medications are clear to the student; School staff cannot be responsible for this.

Medications NOT ALLOWED in the Dormitory/Student's Possession:

Certain groups and types of medication may NOT be maintained in a student's dorm room and must be dispensed by the Health Center.

Examples of medications that may not be maintained in the student's dorm room include, but are not limited to, ADD/ADHD medications (Ritalin, Concerta, Vyvanse, Adderall), narcotic pain medications (Percocet, Vicoden, Codeine), anxiety medications (Xanax, Ativan, Klonopin), sleeping pills (Ambien, Restoril), and any alcohol-containing medications.

If there are any questions about a medication, it is the responsibility of the student/parent/prescribing physician to inquire at the Health Center about the requirements for the handling of that medication.

Important information for parents of students taking prescription medications administered by the Health Center:

- DO NOT SEND PILLS FROM HOME.
- Prescribing physician completes the Medication Order Form (available for download off the Magnus website). This form may be mailed or faxed to the Health Center.
- **Written prescriptions, however, must be mailed to the Health Center** at least two weeks prior to registration.
- The Health Center documents receipt of the prescription and sends it to the pharmacy for processing and blister-packaging. The pharmacy then delivers the medication to the Health Center.
- It is the responsibility of the parent or prescribing physician to ensure that the Health Center is continuously supplied with an adequate number of written

prescription refills. The Health Center welcomes up to 4 months of written prescriptions at a time.

- Please keep a supply of your child's medication for use on weekends and vacations. The Health Center does not send pills home for these occasions but will supply medication for off-campus, School-sponsored trips.

Medication Compliance

Salisbury School students are expected to be responsible for their medication compliance. The Health Center staff and faculty will not hand-deliver medications, nor will they routinely locate students when they have missed their medications. However, the Health Center staff maintains a strong interest in students' success and well-being and will work closely with the student, parents, and advisor to address medication-related issues. Medication compliance reports will be emailed to parents when student compliance is at an unacceptable level. At any time, parents may request a medication compliance report by emailing Healthcenter@salisburyschool.org.

Witnessed Self-Administration of Controlled Substances and Psychoactive Medications

As previously outlined, many prescription medications must be dispensed by a Health Center nurse. Exceptions to this may be necessary to accommodate a student's schedule or scheduled School activities off campus. All such exceptions will be approved by the director of the health services on a case-by-case basis. The procedure for a student to be able to take such medications outside of the Health Center is outlined below.

- Medication will be packaged by the Health Center staff and will be picked up by the student.
- At pick up time, both the nurse and the student must sign the label on the envelope, indicating proper packaging and dispensing to the student. The student's signature also acknowledges his understanding of the packaged medication guidelines.
- At the designated time of dosing, the student must have a faculty member witness medication administration. Faculty must sign the package documenting the student's self-administration.
- The student is then required to return the empty package with the signed label to the Health Center at the next available Health Center medication dispensing time. Students who do not take the medication are required to return the untampered package with the medication inside to the Health Center at the next available Health Center medication dispensing time.
- Should a student fail to return the envelope, the scheduled dispensing of the student's medication may cease until the package is returned. The Health Center staff reserves the right to revoke the privilege of witnessed self-administration if a student fails to comply with the above procedure.
- Any misuse of medication administered under these guidelines is subject to revocation of the privilege of witnessed self-administration, and possible disciplinary action by the School.