

**Shade-Central City School District**  
**Health Services**  
**IMPORTANT INFORMATION ABOUT MEDICATION AT SCHOOL**

*Shade-Central City School District policy requires medication to be kept in a locked cabinet in the health room. Students are not permitted to have medication in their possession. Violations are subject to discipline up to and including expulsion as outlined in the drug and alcohol policy.*

The matter of administering medications during school hours is extremely important. Medication should be given at home whenever possible. If your doctor orders medication that must be given during school hours, we must have a written order. The appropriate form "Authorization for Dispensing Medication in School" needs to be completed for all prescription and non-prescription medications. The doctor's order must include the student's full name, the name and strength of the medication, and specific instructions for administration. If the dose of the medication changes the doctor must give written orders for the change. Written parent/guardian permission is also required.

Prescription medication must be sent in the original container bearing the student's name, the name of strength of the medication and specific instructions for administration. Your pharmacist will give you an extra container with the prescription label for the school. An adult must deliver medication to the school.

Non-prescription medication must be in the original package with expiration date clearly visible.

Medication sent in unlabeled bottles, baggies, or envelopes cannot be accepted.

All controlled substances (such as Ritalin or pain medication) will be counted upon arrival to the health room.

Rescue inhalers and EpiPens may be carried with the student. Written approval by the physician and parent must be on file in the health room. The student must be able to demonstrate the ability to use the medication, behave responsibly, and notify the school nurse immediately if medication is used. The school has the right to deny the privilege to carry an inhaler, or to restrict its use, if the school policies are abused or ignored.

Send completed information to:  
Shade-Central City School District  
Attn: Mrs. Damin, School Nurse  
235 McGregor Ave  
Cairnbrook, PA 15924  
Elementary: (814) 754-5021    Fax: (814) 754-4592  
High School: (814) 754-4648    Fax: (814) 754-5848

