



MEDICATION RULES

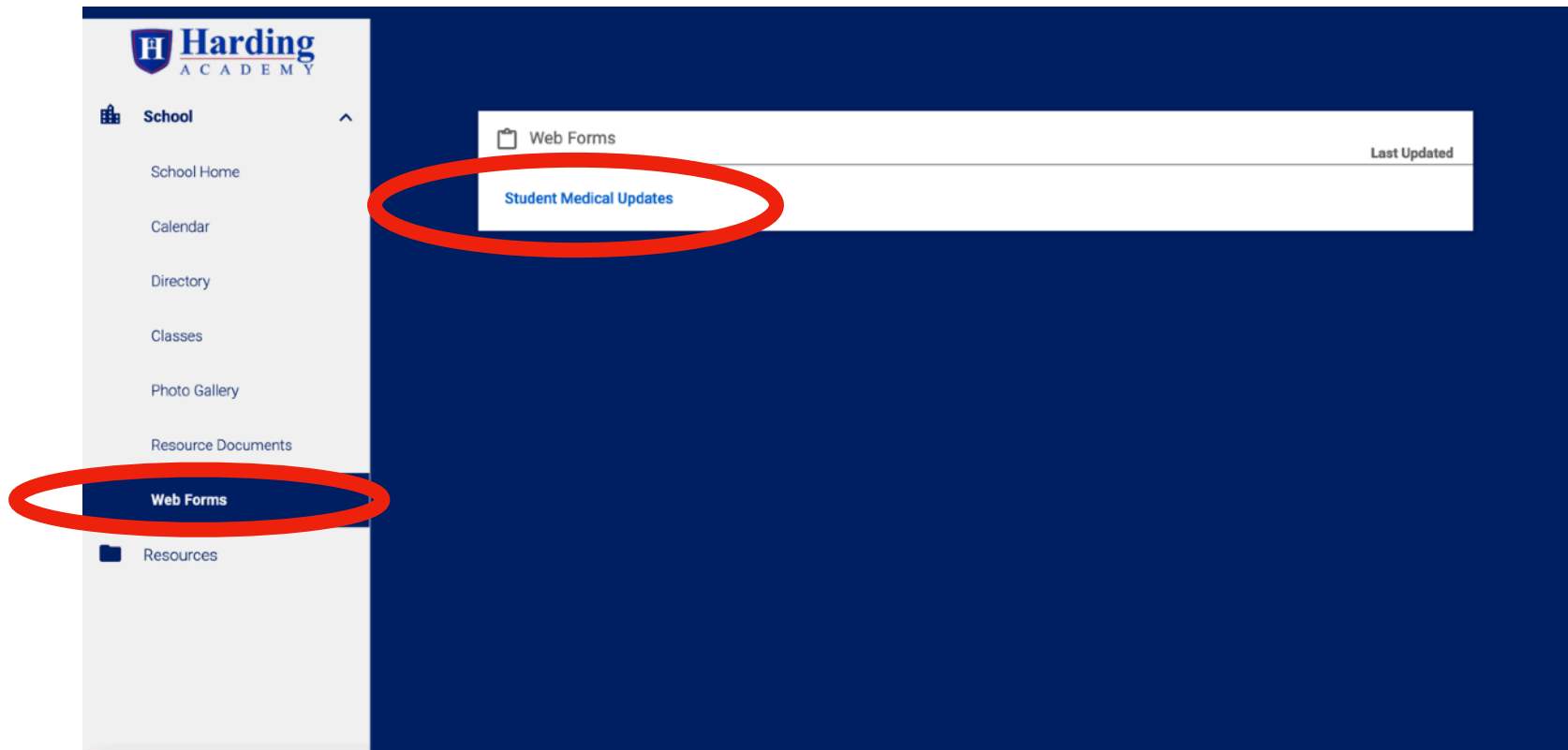
Harding Academy is very concerned about protecting the health and safety of each student. Parents are urged to administer medications to their children outside of school hours. If this is not possible, Harding Academy's school nurses will be responsible for administering the medication. If this is necessary, please adhere to the following rules.

- All prescription medications must be correctly labeled and brought to school in their original containers and taken to the school nurse. Prescription medicines must have a label from the pharmacy or from the physician's office. The label must include the following information:
 - Student's name
 - Prescription number
 - Medication name and dosage
 - Administration route or other directions
 - Date
 - Licensed prescriber's name
 - Pharmacy name, address, and phone number
- Permission 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.
- No student will be allowed to carry any medication with him during the school day. (The only exceptions will be for students who use asthma inhalers or insulin) Students will not be permitted to take any medication without the supervision of school personnel or their parents.
- School personnel will not assist with any medication if these guidelines are not followed
- Nonprescription (over-the-counter) medication is provided by the school, but parents must complete the annual Medical Information Update to give their child permission to receive any OTC medications.
- All visits to the nurse, for medication or examination, will be logged in the FACTS Family Portal Medical tab. Parents will receive an email notification of this event. Depending on the nature of the visit, parents may be contacted directly as well.

How to Confirm or Add Student Health Information

Parents will not only use this guide help you notify the school of any allergies or underlying medical conditions, but also to submit instructions and permission for administration of medications. This process will replace the earlier paper forms filled out for each medication. When students are given medications or visit the nurse for another reason, they will be logged where parents can view them in FACTS Family Portal under the "Student" menu in the "Medical" tab.

1. Navigate to the FACTS Family Portal. (There is a link on Harding's homepage.)
2. After logging in, select Webforms.
3. Then, select "Student Medical Updates. You will be prompted to select which student you wish to complete the form for. If you have multiple students at Harding, you will need to complete it for each of them.



4. Then fill out the prompts for allowing medical treatment, allergies, conditions, prescription medications, and over the counter medication. Any information you have previously entered should appear in the blanks as well. This year, all over the counter medications will be provided at the nurses station, but prescription medications will need to be turned in to the nurses station by a parent at the start of the school year.

5. AFTER CLICKING SAVE - you can click “return to main form” so that you can complete the form for a different student.

The screenshot shows a web form titled "Student Medical Updates". At the top left, there is a clipboard icon and the title. Below the title is a blue "Back" link with a left-pointing arrow. A button labeled "Return to main form" is circled in red. Below this is a horizontal line. The main content area contains three numbered instructions: 1. Use the checkbox to indicate whether or not you will allow the school nurses to treat your child. 2. For each prescription medication you would like your child to be able to take, please enter the name, dosage, and frequency. You will need to turn these medications in to the school nurses at the start of school. 3. For over the counter medications (Tylenol, Advil, etc.) use the check boxes to allow the school nurses to administer them. You do not need to provide these medications. To the right of the instructions is the text "Last Updated". At the bottom left, a "Save" button is circled in red. Below the "Save" button is the text "Permission to treat" followed by the question "Do you give Harding Academy and the nurses office permission to treat your child? *" and two radio button options: "Yes" (selected) and "No".

Student Medical Updates

[← Back](#)

Return to main form

Complete this form to update your student's medical and medication information for 2024.

1. Use the checkbox to indicate whether or not you will allow the school nurses to treat your child.
2. For each prescription medication you would like your child to be able to take, please enter the name, dosage, and frequency. You will need to turn these medications in to the school nurses at the start of school.
3. For over the counter medications (Tylenol, Advil, etc.) use the check boxes to allow the school nurses to administer them. You do not need to provide these medications.

Last Updated

Save

Permission to treat

Do you give Harding Academy and the nurses office permission to treat your child? *

Yes No