



April, 2010

RE: 2010 – 2011 Medication Forms, Rules and Procedures

Dear Parent/Guardians:

The 2010-2011 School Year will bring some changes regarding the medication policies and procedures at Blue Ridge School. Please be sure to read each section of the Medical and Medication Registration carefully.

One of the most significant changes for this school year is that we have **discontinued the use of NeighborCare Pharmacy**. Please read the following “**Prescription and Medication Registration Procedure for Parents/Guardians**” and the “**Prescription and Medication Refill Procedures for Parents and Guardians.**” These will give you step-by-step directions for setting-up and maintaining your student’s medication while he is at Blue Ridge School.

The Blue Ridge School Student Health Center School Nurses look forward to meeting your student and welcoming back returning students next Fall. If you have any questions regarding any of the medication or health forms, please contact us.

Sincerely,

Victoria Sharp, RN

Blue Ridge School
Student Health Center
273 Mayo Drive
St. George, VA 22935
(p) 434-985-2787
(f) 434-985-7215



PRESCRIPTION AND MEDICATION REGISTRATION PROCEDURE FOR PARENTS/GUARDIANS

1. Bring your student's medication(s) with you to registration in August/September in the original prescription bottle(s).
2. Complete the "Student Medication Form" listing all medications, dosages and times to be given along with any other instructions pertaining to the medications.
3. Medications may also be mailed in before registration for the Academic Year (no earlier than August 15th, 2010) as long as all required medication forms are completed and sent with the medications.
4. Student's medications will be repackaged in "blister cards" for a \$10 charge per card (see picture, next page) for the safety, accuracy and efficiency of administration. Each "blister card" holds a 30 day supply of medication.
5. Vitamins and over-the-counter medication (such as a daily Zyrtec) that you want the nurse to give must also be repackaged in the "blister cards" for the same \$10 fee.
6. All original prescription bottles are kept for reference of prescription numbers, etc.

If you have any questions regarding medication intake procedures for students, please contact the Student Health Center at 434-985-2787 or e-mail Vicky Sharp, School Nurse, at vsharp@blueridgeschool.com.

FRONT

Reordered By	_____
Order Date	_____
Received By	_____
Start Date	_____

Johnny Jones
 Adderall 10mg CAP
 1 every morning

	24	16	8
31	23	15	7
30	22	14	6
29	21	13	5
28	20	12	4
27	19	11	3
26	18	10	2
25	17	9	1

BACK

Date Filled	3/17/10
Date Sent	Vicky Sharp S. Smith RN

Item	CVS Pharmacy
Strength	phone # 897-580-3210
Mfg	Rx # 1037652
Lot No.	
Exp. Date	3/17/11

8	16	24	
7	15	23	31
6	14	22	30
5	13	21	29
4	12	20	28
3	11	19	27
2	10	18	26
1	9	17	25

CAUTION: This package NOT CHILD RESISTANT. Store this and all medications out of reach of children.



PRESCRIPTION AND MEDICATION REFILL PROCEDURES FOR PARENTS/GUARDIANS

1. Medication refills are a parental responsibility. Mark a calendar so you will be aware when your student's medications are due to be refilled. To avoid missed doses, make sure the meds arrive by mail on time.
2. The nurses will email reminders for medication refills, circumstances in the infirmary permitting.
3. Mail all medications to:
Blue Ridge School
273 Mayo Drive
St. George, VA 22935
Attention: NURSE
4. If you are sending a refill back to school with your son, please let the nurses know you are doing so by phone or e-mail. Students often forget they have the medications in their bags.
5. Send medications in the original prescription bottles only. Medication received in envelopes, unmarked pill bottles, etc. will not be dispensed.

If you have questions regarding medication refill procedures, please call the Student Health center at 434-985-2787 or e-mail Vicky Sharp, School Nurse, at vsharp@blueridgeschool.com.



BLUE RIDGE SCHOOL MEDICATION RULES AND PROCEDURES

1. Medications are dispensed outside of the dining hall during every meal. Students are expected to be on time and receive their medication before or during the mealtimes.
2. Bedtime medications are given on the dorms by the nurse or the duty captain.
3. Medications are packaged for away games and off-campus trips by the nurses and are given to the student by the coach or a faculty member as prescribed during the outing.
4. Students requiring prescription medication to be given at times other than meals and bedtime must come to the Student Health Center to receive the medication.
5. **It is the student's responsibility to get his medication.** Students who miss prescription medications will be given a verbal or written reminder by the nurses.
6. Students repeatedly missing medicines will be reported to the Dean of Students or the Headmaster for discipline. Repeatedly missing prescription medications is an expellable offense.
7. Students receiving injectable medicines (such as allergy shots) must come to the Student Health Center to receive the injection.
8. Students may have over-the-counter medications in their rooms. If you are sending your student with over-the-counter medication, please list these on the Student Medication Form. Abuse or sharing of over-the-counter medications is an expellable offense.
9. The Student Health Center maintains a supply of over-the-counter medications for pain relief, allergy symptoms, cold medicines, upset stomachs, etc. These are dispensed on an as-needed basis free of charge.
10. Changes in prescription medication dosages must be accompanied by an order from the prescribing physician or must be indicated on the prescription bottle label. For example: start at 10mg, may increase to 20mg as tolerated. All medication order changes should be faxed to the Student Health Center at 434-985-7215.
11. Mailed medications must be in their original prescription bottles. Medication received in any other container or packaging will not be dispensed.
12. Out of date medications will not be dispensed.

If you have any questions regarding medication procedures and rules, please call the Student Health Center at 434-985-2787 or e-mail Vicky Sharp, School Nurse, at vsharp@blueridgeschool.com.