

WHAT DOES MY DAUGHTER DO IF SHE NEEDS TO TAKE NON-PRESCRIPTION/OVER-THE-COUNTER MEDICATION WHILE ON MADEIRA CAMPUS/OUTINGS?

With the exception of emergency medications (asthma inhalers, epinephrine auto-injectors, AND/OR diabetes medications), Madeira policy prohibits students from carrying and/or self-administering medication, whether prescription, over-the-counter, vitamins, supplements, herbal products, homeopathic products, or products used for weight control. **ALL** students, **day AND boarding**, who require non-prescription/over-the-counter medication between the hours of 7:30 AM-6:30 PM Monday through Friday, or 9:30 AM – 12:30 PM on weekends, must come to the Health and Wellness Center (HWC). After evaluation by a Madeira nurse, over-the-counter medication (OTC) you have previously approved may be given to your daughter, in accordance with standard package dosing instructions. If you have not approved the OTC medication deemed necessary, the nurse will make every effort to contact you for permission to administer the medication. Without parent/guardian permission, no medication will be administered.

If your daughter requires an OTC medication every day, or daily during certain seasons or times of the month, she will be required to provide this medication to the HWC, along with a [Medication Administration Authorization Form](#) completed, signed and dated by parent/guardian. Medication must arrive in original container with intact label. All OTC medications will be reviewed and labeled by a HWC nurse, then stored in the HWC for your daughter's use, per instructions you have provided via the [Medication Administration Authorization Form](#).

During evening hours, dorm parents will assist your daughter in obtaining OTC medication per HWC guidelines. When the HWC is closed and dorm parents are not on duty (i.e., weekend afternoons), your daughter will see the AOD for OTC medication. A nurse is always on-call when the HWC is closed to assist the AOD and dorm parents as needed in this regard.

WHAT DOES MY DAUGHTER DO IF SHE NEEDS TO TAKE PRESCRIPTION MEDICATION WHILE ON MADEIRA CAMPUS/OUTINGS?

With the exception of emergency medications (asthma inhalers, epinephrine auto-injectors, AND/OR diabetes medications), Madeira policy prohibits students from carrying and/or self-administering medication, whether prescription, over-the-counter, vitamins, supplements, herbal products, homeopathic products, or products used for weight control. **ALL** students, **day AND boarding**, who require prescription medication between the hours of 7:30 AM-6:30 PM Monday through Friday, or 9:30 AM – 12:30 PM on weekends, must come to the Health and Wellness Center (HWC) where the medication will be administered by a registered nurse. For boarding students and overnight guest day students, prescription medication needed outside of HWC hours will be prepared by a registered nurse for administration by the AOD and/or dorm parents under HWC guidelines.

All prescription medication must be submitted to the HWC in the original pharmacy-prepared container, labeled by a United States licensed pharmacist. The label must provide the name of the student, name of the medication, dosage, frequency, healthcare provider's name, and date of original prescription. All medication must be accompanied by a [Medication Administration Authorization Form](#) completed, signed and dated by parent/guardian **AND** prescribing physician. Every prescribing healthcare practitioner must be licensed in the United States. Parents/family members who are physicians or clinicians may not diagnose or prescribe medications for their own daughters/relatives.

MAY MY DAUGHTER KEEP MEDICATION IN HER DORM ROOM and/or ON HER PERSON?

Your daughter may keep her emergency medication (asthma inhaler, epinephrine auto-injector, and/or diabetes medication) in her dorm room and/or on her person. The student is required to inform the HWC that these medications are in the dorm/on her person, and the medications must be properly labeled by the HWC.

In accordance with Virginia state law, students are emancipated regarding reproductive issues. Any student may keep oral contraceptive pills in her room/on her person without parental authority. However, the student is required to inform the HWC that these medications are being taken, and they must be properly labeled by the HWC.

School policy prohibits **ALL** student, **day AND boarding**, from carrying and/or self-administering any other medication while on campus/School outings.

HOW DO I REFILL MY DAUGHTER'S MEDICATION AT MADEIRA?

Prescription medication and/or other medical/health products for student use should be delivered directly to the HWC Monday-Friday 7 AM-7 PM or dropped through the slot in the HWC examination door during off-hours. All new medication/health products should be accompanied by the [Medication Administration Authorization Form](#).

Prescription medication and/or other medical/health products for student use may also be mailed to: Madeira Health and Wellness Center (please put your daughter's name in the return address). Students are NOT allowed to order or directly receive medication, vitamins, supplements, herbal products, homeopathic products, or weight control products.

Perhaps the easiest way to refill your daughter's medication while she is at Madeira is by utilizing the automatic refill and free delivery services offered by several local pharmacies (i.e., Vienna Rexall Drug Center phone #703-938-7111; Stone Springs Pharmacy phone #703-592-8300).

If you are not utilizing a monthly automatic refill service, please consider providing adequate quantities of all medications to cover your daughter's needs from break to break (i.e., move-in day to Thanksgiving Break, Thanksgiving Break to Winter Break, Winter Break to Spring Break, Spring Break to end of the year) to ensure there are no disruptions in your daughter's care. You may begin delivering your daughter's medication for the 2018-2019 school year as early as August 1, 2018. This will save you and your daughter time during the check-in process later in the month.

PLEASE NOTE: Under no circumstances is it acceptable for your daughter to charge her health-related expenses to Madeira. Students are required to pay co-pay, medication/immunization costs and any other medical expenses directly to the provider at the time of service. Parents may be billed directly at **your home address** for all of your daughter's health-related expenses. No medical bills are to be sent to your daughter's Madeira address.

MADEIRA POLICY REQUIRES THAT MY DAUGHTER SUPPLY TWO SETS OF EMERGENCY MEDICATION. WHY?

Due to the size of our campus, the School requires that your daughter carry one set of her emergency medication (asthma inhaler, epinephrine auto-injector and/or diabetes medication) and that a second set be kept in the HWC. All medications must be properly labeled by the HWC.

WHY DO YOU NEED TO KNOW MEDICATION MY DAUGHTER TAKES AT HOME?

Parents and students are required to provide the School with a list of all medications, whether prescription, over-the-counter, vitamins, supplements, herbal products, homeopathic products, or products used for weight control, including medication NOT being administered at School, for the safety and well-being of your daughter. In the event of an emergency, Madeira nurses will provide EMS/ER personnel with the most up-to-date information about your daughter, including her medications, to facilitate proper medical care.

WHAT DOES MY DAUGHTER DO IF SHE FEELS UNWELL or BECOMES ILL/INJURED DURING THE SCHOOL DAY?

ALL students, **day AND boarder**, who become ill or injured while at school **must go to the HWC**. A student may NOT go to her/a friend's dorm room, call someone to pick her up, or leave campus until she has been examined by a HWC registered nurse. If a student is on campus, and she is missing an academic or other School obligation for health-related reasons, **she must be in the HWC**.

An ill/injured student, **day or boarding**, may be admitted to the HWC for a short-term observation during the day. Appropriate OTC medications or other treatment (i.e., ice pack, heating pad, rest) may be given. A HWC nurse will notify the appropriate School personnel if it is necessary for a student to stay in the HWC for any length of time.

If an ill/injured **boarding** student needs extended monitoring/care, she may be admitted to the HWC overnight. Parents/guardians will be notified by phone (or email, if necessary, for international families) if a boarding student is spending the night in the HWC, and a registered nurse will be in attendance with her at all times. HWC nurses may also arrange health care appointments and transportation ([for a fee](#)) for off-campus medical care during the school day, or on weekends, for these girls.

If an ill/injured **day** student needs extended monitoring/care, a parent/guardian will be contacted, as it necessary for her to go home immediately.

For musculoskeletal injuries or concerns Monday through Friday, your daughter may be referred to the Madeira Athletic Trainer.

For additional information, please see the **Health and Wellness** section of the [Student/Parent handbook](#) when it becomes available in August 2018.