

# SAINT MARY'S SCHOOL

## Glenwood South Pharmacy and Medication Information

**To receive more reliable, personal, and timely service; the Binder Health Center partners with a local pharmacy, Glenwood South Pharmacy, to supply all student's prescription medications.**

On an average day, the nurses at the BHC administer over 100 regularly-scheduled prescription medications, 60 as-needed prescription medications, and numerous over-the-counter medications. The magnitude of this responsibility requires that medications be handled in a standardized and well-coordinated manner. Using a single provider for all prescription medications streamlines this process making it possible for us to meet all of our students' needs.

Located just blocks from Saint Mary's School, Glenwood South Pharmacy is dedicated to excellent service to the Saint Mary's community. Glenwood South meets the following requirements necessary to safely provide medications for our students:

- A licensed pharmacist oversees the packaging of all medications in small sealed plastic packets with the student's name, detailed medication information, and times for when they are to be given. The nurses use these packets to dispense the medications to your child assuring that each student receives the right medication at the right time.
- Monitors need for refills and contacts doctors and/or parents if new prescriptions are needed.
- Hand-delivers medications directly to the BHC, multiple times a day.
- With a single phone call, parents can set up an account so that insurance is automatically billed.
- All services are provided at no additional cost to the school or parent.
- This personal service increases medication safety, shortens wait time, minimizes the chance of interruption in therapy, reduces complications, and provides the personal attention only a neighborhood pharmacy can give.

Our commitment to your daughter's safety and wellbeing makes the use of Glenwood South as provider for your daughter's medications **mandatory**. The benefits of single-dose packaging are evidence-based and consequently the industry standard for boarding schools. Benefits include:

- decreased interruption in medication administration due to missed refills;
- increased safety in medication distribution because each student's morning, afternoon, dinner, and bedtime doses are prepackaged and labeled accordingly;
- increased efficiency and safety in sending meds home for off campus days as meds are already in prepackaged and labeled packets.

**PARTICIPATION IN THIS PROGRAM IS MANDATORY  
FOR ALL STUDENTS TAKING REGULARLY SCHEDULED MEDICATIONS.  
*Please do not hand-deliver or mail medications to the school, as this is not safe practice.***

## Registering with Glenwood South Pharmacy

Glenwood South will create an account for each parent with your insurance information. They can also "future adjudicate" any medications needed to ensure insurance coverage for those medications even if you recently filled the prescriptions at home. **Please, do not hand-deliver medications to school. It is neither safe nor secure.** By registering with Glenwood South Pharmacy, your daughter's medications will be waiting at the Binder Health Center when your daughter arrives at school.

**We encourage all parents of boarders to register with Glenwood South Pharmacy, even if your daughter does not take regularly scheduled medications.** This is because, throughout the year, any short-term therapies will also be filled by Glenwood South. If you have pre-registered your insurance will automatically be billed.

**Please register and inform your physicians at least two weeks prior to start of school.**

### Registration at Glenwood South Pharmacy: (It takes less than 3 minutes!)

- All parents should call Glenwood Pharmacy at 919-856-9502.
- Tell them you are with Saint Mary's School.
- When your daughter is arriving at Saint Mary's.
- What medications she will be taking.
- Provide the following information:
  - parent name, address, and phone;
  - health insurance information including pharmacy benefit card if separate;
  - credit card with authorization to charge co-pays.

### Provide the following information to your daughter's prescribing physicians:

- E-prescribing (most efficient and includes Schedule II, ADD meds):
  - NABP # 3466427
  - Pharmacy name: Payless Pharmacies, Inc., dba Glenwood South Pharmacy + Market
- Fax: 919-615-0949
- Phone: 919-856-9502
- Mail: Glenwood South Pharmacy + Market  
401 Glenwood Ave, Ste 101  
Raleigh, NC 27603

*Note: Please remember that a physician signed "Medication Administration Form" (see Magnus) is required in order for the BHC to administer any medications, with the exception of short-term, over-the-counter medications as approved in the physician and parent signed "OTC Permission Form" (see Magnus).*

## ***Opening Day of School***

- Please make sure all prescription medications have been arranged through Glenwood South Pharmacy at least two weeks prior to start of school.
- **DO NOT BRING ANY MEDICATIONS TO SCHOOL ON OPENING DAY EXCEPT THE FOLLOWING\*:**
  - Current short-term therapies
  - Asthma inhalers
  - Epi-pens
  - Prescribed (beyond our approved OTC meds) over-the-counter medications given as needed
  - Birth control pills
  - Any medications which you have not confirmed as delivered to SMS from Glenwood South Pharmacy

\*These medications should be in their original packaging, in a zip-lock bag clearly marked with the student's full name. (A "Medication Administration Form" should already be uploaded in Magnus or medication cannot be administered). The medication should be hand-delivered by the parent to the nurse during registration. Please do not send medications with your student.

## ***Short-Term Therapies***

Occasionally, medications are prescribed for a short period of time such as antibiotics. Glenwood South will fill these. If the student is at home when the medication is filled the remaining quantity may be delivered to the BHC upon student's return to campus. Please remember a physician signed "Medication Administration Form" is required.

## ***Over-the-Counter Medications***

Below are details about how over-the-counter (OTC) medications are managed at Saint Mary's School:

- All medications including over-the-counter medications are kept in the Binder Health Center and are not allowed to be kept in dorm rooms (exceptions are: birth control pills, vitamins not containing iron, topicals, asthma inhalers, and Epi-pens).
- Binder Health Center keeps a limited supply of the OTCs listed on our OTC Administration Form.
- Locked boxes in each dorm also contain a supply of common OTCs.
- **Nurses may only dispense OTC meds that have been approved on the OTC Administration Form (must be signed by parent AND doctor).**
- Any OTC NOT listed on our OTC Administration form must be accompanied by a physician and parent-signed Medication Administration Form. Form must be submitted to Magnus.
- Any OTC that requires routine administration for over two weeks (even those listed on our OTC Administration Form) require a Medication Administration Form signed by physician and parent. Form must be submitted to Magnus.
- Any OTC that is NOT on our supervising physician's approved list requires a completed Medication Administration Form signed by physician and parent. Form must be submitted to Magnus before the medication can be administered. These medications will be supplied by the parent and dispensed by BHC.