

# SAINT MARY'S SCHOOL

## MEDICATIONS

**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.**

Every day the nurses at the BHC administer over 120 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 safely meet all 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 single dose sealed plastic packets with the student's name, detailed medication information, and times 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 student with your insurance information and credit card. 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 or mail 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. Not preregistering may result in delays of medication delivery.

**Please register and provide pharmacy information to your physicians at least TWO WEEKS prior to start of school to ensure medications are available upon your daughter’s arrival.**

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

- All parents of Boarders 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
- Allow two weeks between registration and arrival at school to provide time for prescription transfer, filling, and delivery
- Please confirm delivery of prescribed medications prior to leaving for SMS

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

- An SMS “Medication Administration Form” to be used for each prescribed medication
- Glenwood South Pharmacy contact information
  - 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 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).*

## Medications for Arrival at 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 medications
  - Asthma inhalers
  - Epi-pens
  - Prescribed over the counter medications
  - Birth control pills
  - Any medications which you have not confirmed as delivered to Saint Mary's from Glenwood South Pharmacy
- Guidelines for medications YOU bring to school:
  - Medication should be in their original packaging with the original prescription label
  - Medications should be in a zip-lock bag clearly marked with the student's full name
  - All prescription labels should match the physician orders indicated on the submitted "Medication Administration Form". (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, or directly to the Binder Health Center
  - **Please do not send medications to school with your student**

## Short-Term Medications

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 Medication Policy

In an attempt to identify a more effective way to promote over the counter (OTC) medication safety, the SMS administration along with our supervising physician have reviewed our data, along with current boarding school practices, and determined that it would be best to allow certain OTCs on dorm. This will be allowed only with parent permission and supervision and education from the Binder Health Center. Following are the conditions under which a student may have possession of certain OTCs on campus.

- Parents must check "yes" to a new question in Magnus. "I agree to allow my daughter to keep on dorm those OTCs which have been parent and physician approved in the Magnus "Over-the-Counter medication form."
- Students will only be allowed to keep those OTCs that are approved by their parent and doctor on the Magnus "Over the Counter Medication" form.
- Students must bring all OTCs to the Binder Health Center and receive medication education including indication, dosage, timing, contraindications, side effects, and when to consult a nurse or doctor.
- After receiving education, the medication will receive a sticker of approval and be allowed in the dorm room.
- Any medications found in a student's possession or dorm without this sticker will be confiscated. Repeated offenses may incur disciplinary action and loss of privilege.