

**Psychotropic Medication Policy 2017 – 2018 school year**

**Introduction**

Psychotropic medications are used for a variety of conditions. The most common psychotropic medications used in boarding schools fall into the following categories but please understand that the below list of examples is not exhaustive. If you are unsure whether your child's medication is covered by Deerfield Academy's Psychotropic Medication Policy please call Ms. Caryn Gardner, our Medication Nurse at 413-774-1600 or email her at [cgardner@deerfield.edu](mailto:cgardner@deerfield.edu) .

- I. **Stimulants**: medications used in the treatment of attention deficit disorder  
*Ritalin, Dexedrine, Adderall, Concerta, Focalin, Vyvanse*
- II. **Tranquilizers and sedatives**: medications commonly used for acute panic attacks and insomnia  
*Valium, Xanax, Ativan, Klonopin, Ambien, Sonata*
- III. **Antidepressants and anti-anxiety medications**: used in the treatment of depression and persistent anxiety, includes commonly known class of medications called SSRIs  
*Amitryptiline, Nortryptiline, Prozac, Zoloft, Lexepro, Celexa, Wellbutrin, Serzone, Remeron, Buspar*
- IV. **Mood stabilizers**: used for labile mood, bipolar disorder and occasionally for insomnia  
*Lithium, Depakote, Tegretol, Neurontin, Lamictal, Zyprexa, Risperdal, Seroquel, Abilify*

For multiple reasons the use of psychotropic medications in a boarding school environment requires oversight and supervision. This policy outlines the expectations of the Health Center and of the school concerning the use of psychotropic medications by Deerfield Academy students. We believe that proper and consistent use of these medications requires a self-discipline that is difficult to maintain in the face of the multiple demands of a school such as Deerfield. The Health Center staff stands ready to help students and parents meet this challenge.

**Policy**

1. Acknowledgement of rules and parental authorization:
  - Parents and students must sign the Psychotropic Medication Agreement, acknowledging the expectations of the school concerning use of psychotropic medications while at Deerfield and authorizing the Health Center staff to administer psychotropic medication.
2. Physician authorization:
  - A **Psychotropic Medication Order Form** (see attached) must be fully completed by your prescribing physician for **each psychotropic medication your child will need during the school year**. This form must be mailed or faxed to:

The Deerfield Academy Health Center  
Attn: Ms. Caryn Gardner  
7A Albany Road  
Deerfield, Massachusetts 01342  
Phone: 413-774-1600      Fax: 413-772-1118

No medication will be dispensed until this form is received. The prescribing physician must renew and resubmit this order each year prior to the beginning of fall term or when there is a change in dose.

3. Dispensing Medication

- All psychotropic medications must be dispensed to students by the Health Center staff. Students may not have psychotropic medication in their possession that has not been dispensed to them by the Health Center.
  - All stimulants, tranquilizers and sedatives (Categories I & II above) are dispensed on a daily dose-by-dose basis and must be taken by the student in the Health Center. Students should NEVER have in their possession stimulants, tranquilizers or sedatives.
  - All other psychotropic medications (Categories III & IV above) are typically dispensed weekly. Students should not accumulate medication over time. They should never be in possession of more medication than is dispensed by the Health Center at one time.

4. Ordering, packaging and transporting medication:

- **Stimulants (i.e. Adderall, Concerta , etc) and Tranquilizers/Sedatives (Categories I & II above)**
  1. Must have a Psychotropic Medication Order Form completed by the ordering home physician and submitted to The Deerfield Academy Health Center, Attn: Caryn Gardner
  2. Must have the ordering physician mail or fax the actual prescription or a copy of the prescription to The Deerfield Academy Health Center, Attn: Caryn Gardner
  - After reviewing the child's medical record and ordering physician's documentation, the School Physician will write a prescription for the ordered stimulant or tranquilizer/sedative medication.
    - The School Physician may require additional documentation prior to writing the prescription.
    - The School Physician's goal is to professionally collaborate with your ordering home physician regarding the ordered stimulant medication so that your child may safely and effectively receive the medication while at Deerfield Academy. However, the School Physician reserves the right in rare circumstances to alter the recommended dose of medication based on his/her clinical assessment of the child and their medical record. The School Physician may also refuse to write the medication if they deem it clinically inappropriate. Any alteration in the ordered medication by the School Physician will be discussed with the parent(s)/guardian prior to any such proposed change.
    - Every student on stimulant medications is required to meet with the School Physician during the first term (or within 4 weeks of starting a new stimulant or sedative/tranquilizer medication during the school year) and additionally during the year when deemed clinically warranted.
  - The student will come to the Health Center every term for a nurse's visit to monitor weight, height, pulse, blood pressure and screen for adverse effects of the medication.
- **Antidepressants, anti-anxiety (including all SSRIs) and Mood stabilizers (categories III & IV)**
  - Must have a Psychotropic Medication Order Form completed by the ordering home physician and submitted to The Deerfield Academy Health Center, Attn: Caryn Gardner
  - Must have the ordering physician either mail or ePrescribe (**NOT** Fax) the prescription to the school-designated pharmacy

**Big Y Pharmacy**

Store #63

237 Mohawk Trail, Route 2

Greenfield, Massachusetts 01301

phone (413) 774-3858, fax (413) 774-2009

- **ordering physician *must* write on the prescription “DA Student” or the same statement in the comments section of the e-prescription**
  - For non-US-based physicians who cannot prescribe in the United States
    - The home physician should complete the Psychotropic Medication Order Form send a copy of the prescription to The Deerfield Academy Health Center, Attn: Caryn Gardner
    - The School Physician will write a script for the medications after review of the medical chart and under the same parameters as **Stimulants and Tranquilizers/Sedatives** listed above.
  - The school pharmacy will package these medications as a one week supply and students will pick up their medications weekly.
- ❖ All psychotropic medications must be purchased through the school pharmacy. We will not accept medications from outside pharmacies.
  - ❖ Psychotropic medication, particularly stimulant medication, will not routinely be dispensed for use over school vacations. Parents must keep a sufficient supply at home for use during vacations.
  - ❖ At the end of the academic year, current psychotropic medications will be packaged and given to parents or mailed home to parents.
  - ❖ If during the course of the year, the medication is changed, any discontinued medications will be destroyed.
5. Privacy and need to know:
- Confidentiality with respect to psychotropic medication is an important issue.
  - The Health Center will not notify anyone concerning which students are taking antidepressants or other non-stimulant psychotropic medicines without specific permission.
  - With respect to Attention Deficit Disorder and Attention Deficit Hyperactivity Disorder, it is helpful for those responsible in the academic setting to be fully informed of student’s learning profile. For this reason we routinely notify the Study Skills Coordinator/Assistant Academic Dean of students we know to be diagnosed with Attention Deficit Disorder, unless specifically asked not to do so. We have found that sharing this information is useful to the student and expected by parents.
  - In the dormitory setting, we feel it is necessary at times to notify the adults responsible for the dormitory if stimulant medications are used. Specifically, the Advisor, the Faculty Resident and the Associate Faculty Resident may be notified if a student is taking stimulant medication.
  - Since it is usually helpful for adults involved in the lives of students to know something about what medications a student is taking and why, parents and students are encouraged to strategize with the Health Center staff concerning who should know and who should notify.
6. Misuse and abuse:
- Misuse and abuse of psychotropic medication can be dangerous. It is a major school rule violation and will result in disciplinary action. Examples of misuse and abuse include:
    - i. giving or selling one’s medication to another student;
    - ii. being in possession of an inappropriately large amount of medication;
    - iii. taking significantly higher doses than prescribed;
    - iv. crushing and snorting stimulant medication;
    - v. bringing medication from home and not bringing it first to the Health Center.
7. Use of alcohol and illicit drugs

- The effective, safe and therapeutic use of psychotropic medications is NOT compatible with the use of alcohol or illicit drugs such as marijuana.
  - If concern arises that a student is using alcohol or illicit drugs while taking a psychotropic medication, urine drug testing will be performed. The results of this testing will be communicated to parents and treated as confidential medical information (i.e., it will not be released to other parties such as the Dean of Students). However, if testing is positive, a program of regular random testing will be implemented and evidence of continued use of illicit drugs or alcohol may result in a medical leave of absence from school or other appropriate and substantial responses.
8. Compliance and record keeping:
- It is the responsibility of students to pick up their medication at the Health Center and not the Health Center's responsibility to remind them. Consistently missed doses may result in an email message being sent to the student asking them to contact the Health Center. Although taking a psychotropic medication is always a voluntary decision, responding promptly to these requests to contact the Health Center is mandatory. Failure to comply with requests to contact the Health Center or to meet with the Health Center staff may result in accountability points (APs).
  - Records are kept in the Health Center of each medication pick-up and/or administration. Parents interested in a student's record of medication pick-up are encouraged to call Caryn Gardner, the Medication Nurse.
9. Regarding access to medications on school-sponsored off-campus trips
- During off-campus school trips, the Health Center will provide enough of the student's medication for the duration of the trip and give it to the trip chaperone for safe-keeping.
  - It is the student's responsibility to find the chaperone at an appropriate and convenient time every day to self-administer their medication.
  - All medication checked- in and checked-out of the Health Center will be documented through the Electronic Medical Record by the Medication Nurse
10. Regarding Day Students on psychotropic medication
- As with all Deerfield Students, Day Students should NEVER have in their possession stimulants, tranquilizers or sedatives while on campus. If a Day Student has a prescription for a stimulant, tranquilizer or sedative that they take routinely or as needed (i.e. PRN) while on campus this must be coordinated and provided through the Health Center per the above policy.
  - In addition, if a Day Student is:
    - i. on any psychotropic medication taken at home before or after coming to campus OR
    - ii. on a non-controlled psychotropic medication (i.e. NOT a stimulant, tranquilizer or sedative) taken while on campus,the details of this prescription including medication name, dosage and the frequency of administration must be emailed, faxed or mailed to Ms.Caryn Gardner at the Health Center.
  - Any Day Student on a psychotropic medication(s) who goes on a school-sponsored trip will have to abide by Section 9 of the above policy