

Psychotropic Medication Policy 2022-2023 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. While not all psychotropic medications are controlled substances and not all controlled substances are primarily psychotropic in nature, there is significant clinical overlap; therefore, for completeness and simplicity the regular use of both these classes of medications will be covered by what is labelled as the Psychotropic Medication Policy. If you are unsure whether your child's medication is covered by Deerfield Academy's Psychotropic Medication Policy please call Daika Diefendorf, our Medication Nurse, at 413-774-1600 or email her at ddiefendorf@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
Amitriptyline, Nortriptyline, Prozac, Zoloft, Lexapro, 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 Prescription Medication Order Form 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:

D.S. Chen Health and Wellness Center
Attn: Daika Diefendorf
7 Boyden Lane
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 anytime there is a change.

3. Dispensing Medication (UPDATED for COVID-19)

- All psychotropic medications must be dispensed to students by the Health Center staff. Students may not bring psychotropic medications from home. Students may not have *any* psychotropic medication in their possession that has not been dispensed to them by the Health Center. Possession of psychotropic medication not dispensed by the Health Center is considered a major school rule violation and may result in disciplinary measures.
 - 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 stimulants, tranquilizers or sedatives in their possession.
 - 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.
 - Any and all medication changes must include a new physician order for our records and the new prescription sent to the school pharmacy.
- Designated Walk-in Times for Students to take their medications:
 - Students on these medications may walk-in for their prescribed psychotropic medications only during designated times in the morning and evening.

4. Ordering, packaging and transporting medication:

➤ Stimulants (i.e. Adderall, Concerta , etc) and Tranquilizers/Sedatives (Categories I & II above)

- Must have our Prescription Medication Order Form completed by the ordering home physician and submitted to D.S Chen Health and Wellness Center (Attn: Daika Diefendorf).
- The ordering physician will be required to mail or ePrescribe refills monthly or as needed to the ATHOL Pharmacy.
- The pharmacist will reach out 5-7 days to the ordering physician for refills when needed.
- Parents must fill out appropriate insurance and co-pay information with the pharmacy.

➤ Antidepressants, anti-anxiety (including all SSRIs) and Mood stabilizers (categories III & IV)

- Must have a Prescription Medication Order Form completed by the ordering home physician
- Must have the ordering physician either fax, mail or e-Prescribe the prescription to the school-designated pharmacy below. The physician must include on the prescription “DA Student”

School-Designated Pharmacy for Psychotropic Medications:

Athol Pharmacy

290 Main Street

Athol, MA 01331

Phone: (978) 830-0427 Fax (978) 830-0430

- The school-designated pharmacy will package these medications as a one week supply and students will pick up their medications weekly.
 - ❖ For non-US-based physicians who cannot prescribe in the United States, the home physician should complete the Prescription Medication Order Form and send it to The Deerfield Academy Health and Wellness Center.
 - ❖ All psychotropic medications must be purchased through the school-designated 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 if parents unable to pick up the medication will be wasted.
 - ❖ 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 parent and/or student 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 the 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 be aware of what medications a student is taking and why, parents and students are encouraged to strategize with the Health Center staff concerning who should be notified.
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
- Safe 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 Daika Diefendorf, 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 stimulants, tranquilizers or sedatives in their possession while on campus. If a Day Student has a prescription for a stimulant, tranquilizer or sedative 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 included on the medication list as part of the Medication OTC and Prescription Agreement and emailed, faxed or mailed to 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.