



## Medication Handling Policy

Most students at Shepherds College take personal medications on a daily basis. The handling of medications, training of students, and student medication safety are all important and time intense responsibilities. Medication handling on campus includes medication packing, supplies, managing, problem solving, communication, and monitoring. Below is an outline of policies and fees associated with medication handling.

- Shepherds College staff will pack all medications for students unless all medications taken by a student are sent by Lakeview Pharmacy in Racine, WI, and are bubble packed. This is needed for consistency and to avoid medication errors.
- Families will be charged a medication handling fee based on the number of times per day a student takes medications and the number of medications administered in total each day.
  - If a student takes two medications at one pass per day, that is considered two medications administered and one medication time.
  - If a student takes two medications two times per day, that is considered four medications administered and two medication times.
  - Example: A student takes Adderall twice per day and Vitamin D3 once per day. This is considered three medications administered and two medication times.
- Medications include creams, inhalers, drops, supplements, vitamins, and prescription medications.
- Students that pass their own medications still have a medication handling fee based on the general tiers due to the need for medications to be packed and monitored to support students in consistency and adequately assessing if medications are taken correctly.
- The medication handling fee tiers are as follows:
  - **Tier One – No charge per month**
    - No medications or PRN only medications
    - Medications packed by Lakeview Pharmacy with no added supplements or vitamins
  - **Tier Two - \$30 per month**
    - Medications packed by Lakeview Pharmacy with added supplements or vitamins
    - 1 medication pass per day up to 5 medications administered per day
  - **Tier Three - \$35 per month**
    - 1 medication pass per day over 5 medications administered per day
    - 2 medication passes per day up to 5 medications administered per day
  - **Tier Four - \$40 per month**
    - 2 medication passes per day over 5 medications administered per day
    - 3 medication passes per day and unlimited medications
  - **Tier Five - \$45 per month**
    - 4 or more medication passes per day and unlimited medications
- Medication tiers and any subsequent billing adjustments will be updated at the start of the semester. Changes will also take place at the beginning of the following month if a student begins or stops taking medications entirely or if a student adds or removes an entire medication pass during the semester.