

Westminster College Wellness Center  
ADD/ADHD Medication Management Policy

In some circumstances, The Wellness Center at Westminster College will provide medication management for students who have been previously diagnosed with ADD/ADHD with appropriate documentation from their prescribing medical provider. Since ADD/ADHD is commonly treated with medications that are legally controlled substances, the Wellness Center has established policies that regulate the prescribing of these medications. The purpose of this policy is to ensure the safe and legal use of these medications.

**Required Documentation**

For students with diagnosed ADD/ADHD who are requesting that the college physician provide medication refills during the academic year, the Wellness Center requires the following documentation:

- a.) Records confirming that the student has been evaluated for and diagnosed with ADD/ADHD by a mental health specialist. The records must reflect a diagnosis based on psychological, neuropsychological, or psychoeducational testing with instruments, methods, and results specified.
- b.) Additionally, a summary letter or notes from the current prescribing provider documenting:
  - Stable medication dosage for at least 6 months, with history of medications used in the past
  - A request that the student be followed by the college providers during the academic year.
  - Practitioner availability for consultation by phone if needed.
  - Practitioner availability for follow-up visits during school breaks.

All documentation must be received and reviewed before an appointment will be made for medication refills. If the documentation meets the approval of the college physician, the Wellness Center will continue the medication plan via monthly appointments and prescriptions.

If the documentation is not approved, the student will be referred to the prior practitioner or to a community provider in the local area.

**Additional policies related to ADD/ADHD medications**

- Students will not possess a controlled substance without a legitimate prescription. The student will not give or sell these medication to others.
- By law, controlled substance prescriptions will be written for no more than one month's supply.
- Prescriptions will not be renewed earlier than 25 days from the previous prescription date.
- Lost, stolen, or damaged prescriptions will not be replaced.
- Since ADD/ADHD often requires more than medication management, students may be referred to other campus resources, such as Counseling, Disability Resources, or the Academic Success Center.
- Student are required to have follow up evaluation with their ADD/ADHD managing medical provider at least every 6 months.
- Violation of the Wellness Center policies concerning controlled substances may result in termination of ADD/ADHD prescription refills through the Wellness Center.

Students who have not been previously diagnosed with ADD/ADHD and desire an evaluation should contact the Wellness Center for information regarding comprehensive testing through private practitioners in the community.