

PARENT INFORMATION ABOUT MEDICATION PROCEDURES

1. Medications should be taken at home whenever possible in order that the student not lose valuable classroom time or have a shortened lunch period. Any medication taken in school must have a parent- or guardian-signed authorization; some medications also require physician orders. Medication must be kept in the school clinic or other school-approved location during the school day. The parent or guardian must transport medications to and from school.
2. No medication may be accepted by school personnel without receipt of completed and appropriate medication forms.
3. A physician may use office stationery or a prescription pad in lieu of completing part II. Include the following information written in lay language with no abbreviations:
 - name of student
 - date of birth
 - reason for medication or diagnosis
 - name of medication
 - exact dosage to be taken in school
 - time to take medication and frequency or exact time interval dosage is to be administered
 - sequence in which the medications should be taken, in cases where more than one medication is prescribed
 - if medication is given on an as-needed basis, specify the exact conditions or symptoms when medication is to be taken and the time at which it may be given again. (“Repeat as necessary” is unacceptable.)
 - duration of medication order or effective dates
 - physician’s signature
 - date
4. All prescription medications, including physician’s prescription drug samples, **must** be in their original containers and labeled by a physician or pharmacist. An over-the counter medication **must** be in the original container with the name of the medication visible. The parent or guardian must label the original container of the over-the-counter medication with the following:
 - Name of student
 - Exact dosage to be taken in school
 - Frequency or time interval dosage is to be administered
5. The first dose of any new medication must be given at home.
6. The parent or guardian is responsible for submitting a new form to the school at the start of the school year and each time there is a change in the dosage or in the time at which medication is to be taken.
7. Medication kept in the school will be stored in a locked area accessible only to authorized personnel.
8. Within one week after expiration of the effective date on the physician order, or on the last day of school, the parent or guardian must personally collect any unused portion of the medication. Medications not claimed within that period will be destroyed.
9. The student is to come to the clinic or the predetermined location at the prescribed time to receive medication. Parents should develop a plan with the student to ensure that the student goes to the clinic at the appropriate time. **Medication can be given no more than one half hour before or after the prescribed time.**
10. The school does not assume responsibility for authorized medication taken independently by the student himself or herself.
11. In no case may any health, school, or staff member administer any medication outside the framework of the procedures outlined here and/or in the Office of Catholic Schools’ regulations.