

## Medicine Policy

### **DISTRIBUTION OF MEDICINE AT SCHOOL**

Note: Students may not carry ANY medication at school unless specifically directed by a physician and then authorized by the administration (ex. Asthma inhalers). The Health Room Nurse or a trained member of the faculty and staff must distribute ALL medications

**\*\*OVER THE COUNTER MEDICINE, SUCH AS TYLENOL, ETC. MAY NOT BE GIVEN AT SCHOOL WITHOUT A PRESCRIPTION FROM A MEDICAL DOCTOR.\*\***

If a doctor prescribes an over-the-counter medicine that must be taken at school, the following procedure should be followed:

- 1) A physician's authorization written on a prescription pad should be obtained. The school will accept no verbal authorizations from either the parent/guardian or physician.
- 2) This authorization should include the name of medicine, amount of dosage, times to be given, and how long this particular medicine is to be given to the student.
- 3) The parent should bring the over-the-counter medication to the health room in the original, labeled container. The student's name should also be attached to the container.

***If your child is given a PRESCRIPTION MEDICINE to "take 3 times daily", it should be given before he or she comes to school, after going home from school, and before bedtime. Only when medication is required more often or with lunch should the school be involved with dispensing medicine.***

**Should medication be required at school the following will be observed:  
The Prescription Drug and Medicine Authorization form below must be completed before any prescription medication will be dispensed at school.**  
Parents will turn in properly labeled medication and the completed form below to the Health Room Nurse.

### **Medications prescribed for ADD & ADHD:**

Parents, please send a two week supply to school. After the two week supply is taken, the empty bottle will be given to your child to take home to refill. If half of a tablet is taken, the tablets must be broken in half by the parent before sending to school. The medicine **must** be in a properly labeled medicine bottle showing child's name, name of medicine and the **correct dosage** and times to be taken. This information must match the medication authorization form below or it will not be given.

### **PRESCRIPTION DRUG AND MEDICINE AUTHORIZATION**

All prescriptions must be in the original, labeled container and will be kept under lock and key. The following information must be complete before any medicine will be given.

STUDENT'S NAME GRADE \_\_\_\_\_

PARENT/GUARDIAN \_\_\_\_\_

HOME & WORK PHONE \_\_\_\_\_

NAME OF MEDICATION \_\_\_\_\_

DOSAGE TIMES TO BE GIVEN \_\_\_\_\_

PRESCRIBING PHYSICIAN \_\_\_\_\_

I hereby authorize St. Francis of Assisi Catholic School to dispense the above medication as indicated on this authorization form.

Parental/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_