

# | John Paul II Medication Policy |

Parents are encouraged to give medications at home whenever possible.

Medication to be administered by school personnel must be provided in a labeled container from the pharmacy or physician with the student's name, date, medication name, dosage, and frequency to be given. The school will keep a log of all administered medication.

A note signed by a parent/guardian must accompany the medication. The note must specify what dose the school personnel is responsible for administering. If the school does not have **written** permission, the dose must be given by the parent/guardian.

If an increase or decrease in medication dosage is required, the doctor's office must fax the requested changes. John Paul II's fax number is 995-0378.

**NON-PRESCRIPTION MEDICATION SUCH AS ACETAMINOPHEN, WETTING DROPS OR COUGH DROPS WILL NO LONGER BE PROVIDED BY THE SCHOOL.**

If your child needs a non-prescription medication, he/she may bring this medication to the office in the original, labeled container with a note from the parent as to the dosage to be given. (Forms, Page F5). This medication will be marked with the student's name and kept in the school office. The school will keep a log of all administered medication.

If a student needs to carry an inhaler(s), the parent must send a note that indicates the approval for self-administration. Parents need to properly label the inhaler. The school will not keep a log for this medication.



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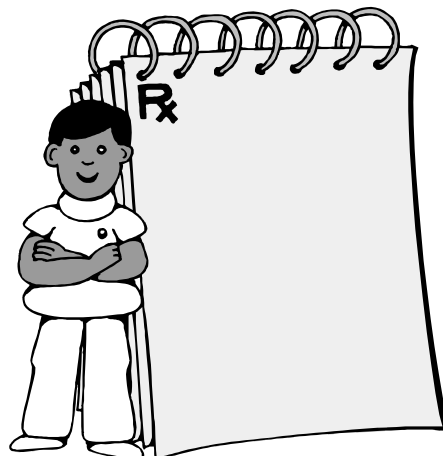
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**NON-PRESCRIPTION MEDICATION SUCH AS ACETAMINOPHEN, WETTING DROPS OR COUGH DROPS WILL NO LONGER BE PROVIDED BY THE SCHOOL.**

If your child needs a non-prescription medication, he/she may bring this medication to the office in the morning in the original, labeled container with a note from the parent as to the **dosage** and time to be given. (Forms, Page F5 ) The school will keep a log of all administered medication.

If a student needs to carry an inhaler(s), the parent must send a note that indicates the approval for self-administration. Parents need to properly label the inhaler. The school will not keep a log for this medication.



( 2008 – 2009 )



## SCHOOL MEDICATION POLICY

Parents are encouraged to give medications at home whenever possible. If it is necessary to administer medication to students during school hour the following regulations will be observed:

1. A written note from the parent and/or guardian must accompany any medication, stating instructions for giving and the time of administration. The permission note will be filed in the Office. There will be permission form for each new or changed medication.
2. A parent/guardian or designed adult must deliver to the school all medication, including refills, to be administered by school personnel.
3. **Prescribed medication to be administered by school personnel must be provided in a labeled container from the pharmacy or physician with the student's name, date, medication name, dosage and frequency to be given.**
4. When a child is administered a prescribed medication, a notation will be made in a logbook in the school office. Three persons will then initial this logging: the student, the principal or secretary, and a teacher or other adult school person.
5. Over the counter medications will be given in the following manner. The giving of any drug internally at school is the responsibility of the parent, but the school will administer an acetaminophen pain reliever if the parent sends a **WRITTEN** permission note. If a note is not received, and the student requires an acetaminophen, the parent will be called by the school principal or secretary to receive verbal permission.  
**If the parent can not be personally contacted, NO medication will be given.**
6. Teachers will be notified of a student taking medication. This will include student's name and the time the student is to report to the office for medication. **Students will be responsible for reporting to the office for taking medication.**
7. Medications can safely be administered up to ½ hour before or after the prescribed time.
8. All consent forms and log sheets will be kept for one year past the last administered date.
9. All medication will be stored in a locked cabinet.
10. If a student needs to carry an inhaler(s), a consent form must be completed with the parent indicating approval of self-administering the medication. The inhaler needs to be properly labeled. A Medication log will not be maintained.

11. Mitchell Catholic Schools will not be held responsible for any medication self-administered with or without our knowledge.
12. If medication is for emergency use only, such as a bee sting kit, parents must demonstrate proper procedure on the use of the medication kit and leave complete instructions provided by the physician for administration.
13. If a case of head lice is reported, a letter informing parents, will be sent home with everyone in the class in which the lice are found. The letter is a form letter used by the health nurse to inform parents to be watchful for lice.
14. No child will be allowed to go home from school because of sickness without first notifying the parents, guardian or person designated by parents.

**PARENT PERMISSION  
MEDICATION FORM**

<b>Student's Name</b> _____	<b>Grade</b> _____
_____	<b>Grade</b> _____
_____	<b>Grade</b> _____
_____	<b>Grade</b> _____
_____	<b>Grade</b> _____

**I give permission for the office to give my child the medication provided by me the parent. I understand that the office will log when my child gets this medication. .**

**Parent/Guardian Signature** \_\_\_\_\_

**Contact numbers: Home # \_\_\_\_\_ Work # \_\_\_\_\_ (mother)**  
**Work # \_\_\_\_\_ (father)**

**IF YOUR CHILD NEEDS A MEDICATION (NON-PRESCRIPTION) IT MUST BE SENT IN THE ORIGINAL, LABELED CONTAINER WITH A SIGNED NOTE ATTACHED AS TO THE DOSAGE AND TIME TO BE GIVEN.**

**PLEASE REMEMBER FOR PRESCRIPTIONS WE MUST HAVE THE PRESCRIPTION BOTTLE WITH A SIGNED NOTE AS TO WHEN AND HOW THE PRESCRIPTION IS TO BE ADMINISTERED.**

