



## INFORMATION/PROCEDURES

1. No medication will be administered in school or during school sponsored activities without the parent/guardian written authorization and a physician order.
2. The parent/guardian is responsible for obtaining the physician's statement, Part II. The principal or school nurse will ensure that all items on the form are completed.

A physician may use office stationary/prescription pad in lieu of completing Part II. Information necessary includes: student name, diagnosis, medication name, dosage, and time of administration, duration of medication, side effects, physician signature and date.

3. The medication must be hand-delivered to the school by the parent/guardian or, under special circumstances, an adult designated by the parent. It should be properly labeled by a pharmacist, and be consistent with the physician's order. In no circumstance will either health department or school personnel administer medication brought to school by the student.
4. Physician samples must be appropriately labeled by the physician.
5. The first day's dosage of any new prescription must be given at home.
6. No non-emergency medication will be continued beyond the school year in which it is ordered.
7. The parent/guardian is responsible for submitting a new form to the school each time there is a change of dosage or time of administration. The school nurse will change the label on the existing bottle after receiving the physician's order. The parent provides medication for as long as it is prescribed.
8. All medication kept in the school will be stored in a locked area accessible only to authorized personnel.
9. One week after expiration of the effective date on the physician's order the parent/guardian must personally collect any unused portion of the medication. Medication not claimed within that period will be destroyed.
10. St. Mary's School does not assume responsibility for medication not prescribed by a physician or medication administered by the student himself/herself.
11. In no case may any health department or school staff member administer any medication, even aspirin, outside the framework of the procedures outlined above.
12. The school nurse (RN) will call the prescriber, as allowed by HIPAA, if a question arises about the student and/or the student's medication.