

# ST. JOHN'S JESUIT HIGH SCHOOL & ACADEMY

## MEDICATION POLICY

The following guidelines are to be followed when it is necessary for school personnel to administer medication during school hours:

1. Medication will be dispensed only by trained personnel.
2. If possible, all medication should be given by the parent/guardian at home.
3. A written request must be obtained from the physician and the parent/guardian before medication may be administered by school personnel. The request must include instructions as to the name of the medication, dosage, time to be given, possible side effects and duration of the request.
4. New request forms must be submitted each school year. At every dosage change, an updated physician's statement is required.
5. All medication must be in the original container with an affixed label if applicable. The labeled medication bottle must match the physicians written instructions. Parents/guardians are asked to bring medication to school in person. A one-month supply at most will be accepted. Empty bottles will be returned home with the student. All medication must be picked up by an adult at the end of the school year or it will be destroyed.
6. Medication will be stored in a locked cabinet in the health office.
7. The school nurse, or other individual designated by the principal, will administer all medication.
8. Dispensing of cough drops and throat lozenges will be at the discretion of the school nurse or other individuals designated by the principal.
9. Students are not permitted to keep medication with them while at school. The only exception is for an inhaler which a doctor feels should remain with the student. Permission would need to be indicated on the emergency medical form.
10. A parent may come to school to administer medication to their son.
11. Acetaminophen may be administered at school to your son when written permission is granted on the emergency medical form. The dose will be based on the child's age and weight according to the labeled directions, if you do not specify; otherwise, generic Tylenol is available in the health office. You are encouraged to send individual supply labeled with your child's name and desired dosage.
12. If a student has special medical circumstances not covered by the above, those needs will be addressed by the nurse, principal or secretary as outlined on the students care plan.