



MEDICATION AT SCHOOL POLICY

Archdiocese of Washington Catholic Schools

(per Medication Authorization Form #8)

1. In no case may any health, school, or staff member administer any medication outside the framework of the procedures outlined here in the Archdiocese of Washington Catholic Schools Policies.
2. Schools do NOT provide medications for student use.
3. Medications should be taken at home whenever possible. The first dose of any new medication must be given at home to ensure the student does not have a negative reaction.
4. Medication Authorization forms are required for each Prescription and Over-The-Counter (OTC) medication administered in school.
5. **All medication taken in school must have a parent/guardian signed authorization. Prescription medications, herbals and OTC medications taken for 4 or more consecutive days also require a licensed healthcare provider's (LHCP) written order. No medication will be accepted by school personnel with the accompanying complete and appropriate medication authorization form.**
6. **The parent or guardian must transport medications to and from school.**
7. Medication must be kept in the school health office.
8. Parents/guardians are responsible for submitting a new medication authorization form at the start of the school year and each time there is a change in the dosage or the time of medication administration.
9. A licensed Health Care Provider (LHCP) may use office stationery, prescription pad or other appropriate documentation in lieu of completing Part II. The following information in lay language with no abbreviations must be included and attached to medication authorization form #8. Student name, Date of Birth, Diagnosis, Signs or symptoms, Name of medication, Exact dosage to be taken at school, Route of medication, Time and frequency to give medications as well as exact time interval for additional dosages, Sequence in which two or more medications are to be administered, Common side effects, Duration of medication order or effective start and end dates. LHCP's name, signature and telephone number, Date of order.
10. All prescription medications, including physician's samples must be in their original containers and labeled by a LHCP or pharmacist. Medication must not exceed its expiration date.
11. All Over the Counter (OTC) medication must be in the original, small, sealed container with the name of the medication and its expiration date clearly visible. Parents/guardians must label the original container of the OTC with : Name of student, Exact dosage to be taken in school, Frequency or time interval dosage is to be administered.
12. The student is to come to the health office to receive medication.
13. Students are NOT permitted to self medicate. The school does not assume responsibility for medication taken independently by the student. Exceptions may be on a case by case basis for students who demonstrate the capability to self administer emergency life saving medications, (e.g. inhaler, Epi-pen) with proper authorization on file.
14. Within one week after expiration of the effective date on the 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.