



GUIDELINES FOR THE ADMINISTRATION OF MEDICATIONS AT SCHOOL

Policy

- Schools may not furnish any medications.
- All medication administration requires parent/guardian authorization.
- All prescription medications and aspirin require physician and parent/guardian authorization.
- All medications must be secured in the school office (Exception: back up of inhalers and epi-pens may be secured in the classrooms as well as the office). Use of an epi-pen necessitates a 911 call. Because of the risk of students sharing medication, no student may carry their own medications. In the event that a student is seriously at risk without the epi-pen or inhaler on their person, consideration will be given to a variance if the physician and parent document the following:
 - Risk of not carrying medication.
 - The student has been instructed in the indications, administration, side effects, responsibility not to share, and the responsibility to notify the teacher immediately after use.
 - Authorization forms should be added to the student's file.
 - The medication log is to be maintained until three (3) years after the student would turn twenty-one (21) years of age.
 - Each school should develop a list of students requiring medication every day, all year long.
 - Medications should be brought on field trips when necessary.
 - Glucose testing and insulin administration is to be coordinated by the parent/guardian in collaboration with the school principal.
 - All medications are to be returned to the parent/guardian at the end of the school year.

Procedure

- Parent/Guardian is to bring the medication to the office.
- Authorization forms are to be reviewed for completeness (faxed forms from the physician or prescription are acceptable. Staple the prescription to the authorization form).
- Assure that the medications are in original containers and labeled with the name of the medication, dosage, name of child, and frequency of administration. Over the counter medications should be in original sealed packages with directions for administration. Store medications in a zip-lock baggie labeled with student's name and frequency of administration. An adult will assist and observe the student taking the medication (some students may use a nebulizer for asthma medication). If a student doesn't come for a scheduled medication, send for the student. Notify the parent/guardian that day if a student requires an "only if needed medication"/PRN while at school.
- If the child uses an inhaler and has no relief or is having severe breathing problems notify the parent/guardian immediately and consider calling 911.



REQUEST FOR MEDICATION TO BE TAKEN DURING SCHOOL HOURS

(This form must be renewed each school year.)

St. Agnes Preschool
3886 Chestnut Ave.
Concord, CA 94519

Diocese of Oakland, School Department
APPENDIX 6009A

TO BE COMPLETED BY PARENT: (for all medications)

Student name: _____ Grade: _____

Name of medication: _____ Dose: _____

Time(s) to be given: _____ Duration: _____

I request that my child, named above, be assisted in taking the prescribed or over-the-counter medication at school by authorized personnel and will comply with the school's policies and procedures. I have provided the medications in its original container and labeled as above.

Date

Daytime telephone number

Parent/Guardian Signature

TO BE COMPLETED BY A LICENSED PHYSICIAN: (for all prescriptions and OTC medications)

Name of medication: _____ Purpose: _____

Date prescribed: _____ Form (pill, liquid, etc): _____

Dosage prescribed (amount, time of day, duration): _____

Precaution, special instructions, possible adverse effects, comment: _____

The student name above, for whom this medication is prescribed, is under my care.

Print name of physician

Physician Signature

Telephone number

Date