



Medication Policy and Procedure

Any student who must take medication during regular school hours must do so in compliance with this school's regulations and governing laws of the state.

All medications, even those over-the-counter, must meet the following criteria in order for the School Nurse to administer/give the medication during school hours:

1. A form from the nurse's office must be completed by the parent/guardian and physician.
2. NO medication will be given until this form is received and on file in the nurse's office.
3. This form is to be updated annually.
4. All medication must be in its original container.
5. In the event of dosage changes, we must receive an updated prescription from the physician.
6. It is unacceptable for medicine to be presented in baggies, foil-wrapped, loose or unidentified.
7. ONLY APPLICABLE TO PRESCRIPTION MEDS: Medicine must have a pharmacy label and prescription number with the student's name, physician's name, name of the medication, and current instructions for dispensing.

Students may NOT administer or carry any type of medication in their possession. It must be kept securely in the nurse's office.

Your cooperation in this matter is greatly appreciated. Our children learn from example, so let's set a good one!

Thank you,

St. Paul School Nurse