

## **UPDATED SCHOOL-DAY MEDICATION PROCEDURES**

Dear Parents,

This letter is to update you on the medication procedures we are asking you to follow starting this school year, if your child needs to have medications at school:

1. **Students, grades Preschool through Junior High, are not allowed at anytime to transport medications to or from school, even if the student has consent to self administer/self carry during the school day routine.** Parents/guardians must bring all medications to school and pick up once the medication needs to be returned home, whether at the end of the school day or at the end of the school year. This allows school staff to ask any questions directly to the parent/guardian as well as ensure that the medication is being delivered safely to the school office.
2. **All medications, whether over-the-counter medications or prescription medications, must have the diocesan Consent for Medication Administration form filled out for that medication to be given at school.** If the medication is an over-the-counter medication, the parent only needs to fill out the [parent side of the consent](#). If the medication is a prescription medication, the physician prescribing the medication must fill out and sign the [physician side of the consent](#). **Please do not write a handwritten note on scrap paper to the office with instructions as that is not the proper format and cannot be accepted.**
3. **If medications can be administered to the student at home if at all possible, that is the best plan. Medications should only be administered during the school day routine when it is a life saving medication (such as an Epi-pen or other first line emergency medications, etc.) or if the medication is a necessity.**
4. **There may be circumstances where the parent/guardian will be asked to come to the school to dispense the medication themselves to their student when the student is at school or on the school grounds (i.e. student is at After Care program, Summer Care program, other circumstances, etc.)** If this situation presents itself, school administration will discuss rationale with the parent/guardian. The school administration has the final decision when asking the parent to come to the school to administer the medication.
5. **Medications that are brought to school by the parent/guardian for the student must come to the school in the proper manufacturer's packaging AND/OR with the proper pharmacy label.** For example, over-the-counter medications cannot be delivered to school in a plastic baggie with the name of the child and the drug written on the baggie. Over-the-counter medications must come to school in the original manufacturer's bottle/packaging. The parent must write the student's name in a black marker on the manufacturer's bottle. If more than one student in the family will be getting the same over-the-counter medication, the manufacturer's bottle of the medication can be labeled in a black marker as the "family name" (i.e. Smith family", "Jones family", etc.). If the medication is a prescription medication, that medication must come to school with the pharmacy generated label affixed to it (if the medication is an inhaler or a Epi-pen and the original pharmacy label was affixed to a box and the box was thrown away, please take the medication back to the pharmacy you picked it up

from and the pharmacist will generate a new label for that prescription medication and apply it directly to the sheath of the Epi-pen, applicator of the inhaler, etc.). *Please note that it is unlawful for prescription medication prescribed for one person to be administered to another person, including family members. This means that if two students in the same family have the same prescription medication (i.e. Epi-pen, inhaler, antibiotic, etc.), each student needs their own prescription medication brought to school with the pharmacy generated label affixed to the container.*

6. **The pharmacy generated label will not suffice for the physician side of the Consent for Medication Administration form filled out.** The pharmacy generated label and the completed [physician Consent for Medication Administration form](#) are both needed for the medication to be on the school grounds and dispensed to the student during the school day.
7. **The school does not have a “floor stock” of any over-the counter medications. Also, the school will not dispense over-the-counter medications brought to the school from another family’s supply, even if both families are related or close friends.**
8. **Cough drops will be handled as an over-the-counter medication and also needs a parent Consent for Medication Administration completed.**
9. **All medications must be picked up from school, either at the end of the prescription time or at the end of the school year, by the parent/guardian.** Medications will not roll over from school year to the following school year. Any medications left in the school office at the end of the school year will be thrown away/destroyed under proper handling procedures.
10. **All Consent for Medication Administration forms must be filled out annually for the current school year.**

**Finally, please remember that if your child has been home ill, your child needs to be symptom-free without the usage of any over-the-counter medications to help subside the symptoms for twenty-four hours, before returning to school. Please do not administer over-the-counter medications to your child if they are ill or wake up ill and then send them to school. Once the medication wears off, the symptoms return and your child is in the school office complaining of being ill. If a child is allowed to stay home and rest when they are ill, they will heal faster and infect fewer other people. Also, remember if your child has been started on an antibiotic or other medication by a physician for a communicable condition, please make sure that your child has been on the medication for a full twenty-four hours before sending them back to school (i.e. ophthalmic ointment for pink eye, etc.) A physician’s note for release to return to school also is required for your child to come back to school.**

If you should have any questions about any information in this letter, please reach out to the school office 574-233-7169 or email the office at [school@stasb.org](mailto:school@stasb.org). Thank you for all of your help and cooperation! Here is to a healthy and safe school year! ☺