



SS. PHILIP
& JAMES
CATHOLIC SCHOOL

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St. James, NY 11780

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Telephone (631) 584-7896

GUIDELINES FOR MEDICATION ADMINISTRATION

In order for the nurse to administer any medication during school, the appropriate Physician's form must be completed, signed and dated by the ordering physician and by the parent/guardian. Each separate medication must have a separate doctor's order form.

A physician's order form(s) must be submitted each new school year; one form for each medication.

*** At no time should a student be carrying medications *including over the counter medications* with them to school. This is a safety issue.**

All medication(s) must be provided by the parent directly to the school nurse in the health office in the original pharmacy container including the pharmacy label depicting the student's name, dosage, frequency, instruction. This label must match the doctor's written order (on the form).

Non prescription medication (*Over the counter meds*) such as Tylenol, cold remedies, cough drops, skin ointments, eyedrops, vitamins, herbal prescriptions, etc., must follow the same procedure requiring physician's order form.

At the end of each school year (in June) parents are responsible for signing their child's medication out at our Health Office as no medications are kept on premises during the summer.

Physician's order forms for giving medication(s) in school can be found on our website for your convenience. **No medication/non prescription medication can be accepted without this completed form.**