



CATHEDRAL ACADEMY

Medication Administration During School Hours

Date: _____

Dear Parent/Guardian:

Cathedral Academy Policy states that the school nurse may not give any prescription medication(s) to children during school hours unless a *Physician and Parent Medication Authorization Form* is completed by a licensed health care provider and the parent/guardian. This form can be obtained at the school office and on the Cathedral Academy website. All medication authorization forms are valid for the current school year only. Any changes in the type, dosage and frequency of medication administered will require a new *Physician and Parent Medication Authorization Form*. At no time will a student be allowed to carry prescription or nonprescription medication on his/her person unless prior arrangements have been made between the school nurse, principal, parents/guardians and the student.

If at all possible, the medication should be scheduled to be given right before and right after school rather than during school hours.

Prescription medications given at school must be provided in original containers with original pharmacy labels. Have the pharmacy fill your prescription in two (2) labeled containers so there is proper labeling at home as well as at school. The labels must include: name of student, name of drug, directions concerning dosage, time of day to be taken, name of prescribing licensed health care provider, and date of prescription. A prescription label may be used as the licensed medical physician's order and instructions with a completed parent section of the *Physician and Parent Authorization Form* for only three (3) school days. After that time, a fully completed *Physician and Parent Authorization Form* must be received by the school nurse in order for the medication to be continued to be given at school.

All nonprescription (over-the-counter) medications must be received **in the original container**, and labeled with the students name.

School personnel should be informed of any side effects or complication which may result from taking the medication.

Parents are responsible for seeing that adequate supplies of the medication are provided for the school. **Students may not bring the medication to school. Medication(s) must be brought to and from school by an adult.**

Sincerely,

School Nurses