



MANDATORY MEDICATION GUIDELINES

The Saint Alphonus School Health Program nurses are happy to partner with your school to safely administer medications to your child while at school. All medications are to be stored at the nurse's office. Students are not to carry any medications with them while at school, except for those with a Self-Carry Agreement for inhalers and Epi-Pens. Students who need to take prescription or over-the-counter medications during the school day, must have a Medication Authorization form on file with the nurse prior to administration of the medication. Authorizations must be renewed each school year. To ensure safe medication administration, please follow these instructions:

1. Prescription Medications must be in the original prescription bottle with the correct label that includes the student's name, medication name/dose/route/time, directions for taking the medication, prescriber's name, pharmacy's name, and current date. (Most pharmacies will give you two bottles, one for home and one for school.) If your child's medication dosing changes, you will need to provide an updated prescription bottle that reflects that information.
2. Over-the-Counter Medications must be in the original container provided with the indication instructions. Dose must be appropriate for student age/weight. All OTC medication must be FDA-approved for the school nurse or school staff to administer. Medications will NOT be kept in lockers, desks, backpacks, etc.
3. For the safety of our students, it is the responsibility of the parents, not the child, to transport the medication to the school. If your child is prescribed a controlled substance to take during school hours, the parent/guardian MUST pass the medication DIRECTLY to the Saint Alphonus School Health staff and not the school staff. Under no circumstances can the school office staff accept controlled substances such as Ritalin, Concerta, Adderall, etc. Unless specifically directed by your healthcare provider, please give these medications before school, as soon as the student arrives home, or at bedtime.
4. Under certain circumstances, students will be allowed to self-carry certain medications, such as Epi-Pens and Inhalers, when they have Self-Carry Agreement on file.

The School Health Program nurses authorize all medication administration at the schools, but in some circumstances, other school personnel such as front office staff and administration will administer your child's medications under the direction of the school nurse, following appropriate training and instruction. School personnel will have permission to exchange information as needed.

Thank you for your partnership,

The Saint Alphonus School Health Program Team