

February 2005

## **FOR YOUR INFORMATION**

Dear Parent/Guardian,

Our school follows the guidelines for administration of medication as defined by the Health Advisory Committee of the St. Louis Archdiocese.

Most medications do not need to be administered at school. Any medication that is given three times a day should be given at home (morning, after school and bedtime)

The school will not administer the *first* dose of any medication.

If a medication (prescription or over-the-counter) must be given at school, the following requirements must be met:

1. An emergency authorization form must be on file in the school listing the name of the child's physician and phone numbers.
2. There must be a written physician's order for the medication with the name of the student, name of the medication, dosage, time interval to be given (if ordered "as needed" a plan must be provided), and diagnosis or reason for the medication. A current prescription label on the container may serve as the physician's order.
3. Written permission must be provided by the parent/guardian requesting that the school comply with the physician's order.
4. Prescription medication must be brought to school in a container appropriately labeled by the pharmacy. Non-prescription (over-the-counter) medication must be in the original container. Ideally, the parent will have two containers, one for home and one for school. The child will need a new prescription each school year.
5. If there is *any* change in the dose or timing of the medication, the physician must submit the change in writing. This may be faxed or mailed to the school. A parent may not give permission to administer medication differently than the physician's order.
6. The school has the right to call the physician to clarify a medication order.
7. If your child requires Tylenol or cough syrup for a cough, *you need a physician's order*. Please contact your physician and have the order sent to the school. Over-the-counter medications in the *original container* must be supplied by the parent.