

Medication Policy

The basic philosophy of our school is that medications DO NOT belong in school. In the event that it is absolutely necessary for a student to receive medication during school hours, the following procedures and guidelines have been established for its administration.

1. No medication of any type, **prescription or non-prescription**, (including cough drops and throat lozenges) will be administered without a signed and dated Medication Authorization Form from the parent(s)/guardian and physician. The medication authorization form must include the student's name, date of birth, home address and phone number, name of the medication, dosage, time of administration and possible side effects. Each individual medication must have its own authorization form. The Medication Authorization Form can be obtained from the Health Office and/ or St James School website.
2. Any change in dosage or routine of administration must be accompanied by a new Medication Authorization Form.
3. All prescription medication must be in a pharmacy container labeled with the student's name, dosage, and directions for administration. This applies to refills as well as to new prescriptions. For medications administered both at home and at school, parents can request a duplicate bottle from the pharmacist for use at home. For over-the-counter medications, the medication must be in the original container and have the student's name on it.
4. Only adults should transport medication to school. When it is absolutely impossible for the parents or their adult designee to do so, the parent is expected to call the school by 9:30 a.m. to ensure that their child has delivered the medicine to the school nurse or school administrator. Students are not permitted to have any medications with them or in their lockers, lunches, coats or backpacks at any time. (read #9 for exceptions.)
5. All Medication Authorization Forms expire at the end of each school year. New forms must be filled out each school year.
6. Medications are to be administered only by the school nurse or her assigned and properly instructed designee.
7. The school nurse or her designee may supervise the self-administration of medication as in the case of upper level or older elementary age students.
8. The school reserves the right to request an opinion from a physician regarding the child's current health status before administering any medication.
9. Illinois law permits students with an asthma condition to carry and self-administer their medication if the appropriate documentation is provided to the school. Illinois law also allows students with severe allergies to carry their own epinephrine injections. Please contact the Health Office for the appropriate forms.