

Sacred Heart Cathedral School
SCHOOL PROCEDURES FOR ADMINISTRATION OF MEDICINE

Note to Parents and Guardians

Diocesan Policy #1390: "Schools shall not dispense prescription medication to students except when prescribed by a doctor and provided by the parent. A designated staff member, either the school nurse, child's teacher, or office personnel, must always dispense this medicine."

Over the counter medication may be administered when the parent provides a signed medication authorization form and the medication. Medication must be provided in the appropriate dosage for the child's age.

All medicines must be brought to the school office. Students may not carry medicines on their person during the school year and/or school-related functions.

Medication will be dispensed providing the following procedures are followed.

1. Parent and physician have signed the **"Request for Administration of Medication"** (See below)
2. The medication is provided to the office in its ORIGINAL CONTAINER. Note: You can request that the pharmacist dispense the prescription in two containers so that you can have one for school and one for home.
3. Written instructions stating the EXACT TIME AND DOSAGE for administration of medication must be provided.
4. Students taking prescribed medication, either at home or during school hours, must also take this medication when participating in off campus trips, including day trips and overnight trips.

Student's Name: _____ Grade/Homeroom: _____

Prescription Medication Over-the-counter Medication

Name of Medication: _____

Specific time(s) and dose(s)
to be given at school and/or day care: _____

Name of Physician (Print) Signature of Physician Date

Are there any restrictions? Yes No
If yes, please specify: _____

I, _____ request that my child _____
receive the medication as described and directed above.

Parent(s)/Guardian(s) Signature Home Phone Work Phone Date