

Diocese of Steubenville
Office of Christian Formation and Schools

**GUIDELINES FOR ADMINISTRATION
OF MEDICATION DURING SCHOOL HOURS**

Ideally, all medications should be given at home. If medications are to be given during school hours, the school shall follow the clearly defined policy listed below. It is recognized that at the present time many children are able to attend Catholic schools because of the effectiveness of medication in the treatment of chronic disabilities and illnesses.

All school personnel must be informed that the administration of any drug (prescription or over the counter) without the order of the physician and the permission of the parent/guardian could be interpreted as practicing medicine and is prohibited by law.

ADMINISTERING PRESCRIBED MEDICATION TO STUDENTS

When a student is required to take prescription or nonprescription medication during school hours, the following procedures for dispensing medication will apply:

A. Authorization to Administer Medication

1. The physician must sign a form granting the school permission to administer prescription medication.
 - a. Forms will be supplied by the school
 - b. The medication and signed permission forms shall be brought to the school by the parent.
 - c. The physician's signature must be on the original medication permission.
2. In special cases (to be determined by the school nurse, principal or designee), the signed permission form may stipulate that a student is to be allowed to self-administer medication in the presence of the school nurse, the principal or designee.
3. Request forms must be submitted each school year for all medication.

B. Transportation of Medication To and From School

1. The parent assumes the responsibility of delivering the medication (prescription or nonprescription) to the school and furnishing the school with an adequate supply of medication.

At no time shall a student of any age be permitted to carry medication to school unless authorized in writing by the parent and/or physician.

3. The parent is responsible for notifying the school, in writing, if there is to be any change in dosage or time of administration or if the administration of medication is to be terminated.

D. Procedures to be followed in the Administration of Medication

1. Medication shall be distributed from a central location and by designated person(s).
2. The identity of the student shall be verified prior to administration of medication. Note the importance of one person being responsible.
 - a. Confirm that the correct medication is being administered by comparing student's name and the label on the bottle.
 - b. Verify existence of parental permission form; check dosage and other label information with information on permission form.
3. Only the school nurse, the principal or designee shall administer medication or observe the student self-administer it. Medication shall not be distributed on a room-by-room basis with several classroom teachers or school personnel involved.
4. At no time shall the school nurse, the principal or designee accept the responsibility for splitting pills. If pills are to be split, then it is the responsibility of the parent to do so, sending the proper dosage for the student to the school.
5. First doses of medication (when a medication is given to a child for the first time) should always be administered at home to ensure that the student is not allergic to the medication.
6. A daily record of medication distribution shall be kept by the school nurse, principal or designee.
7. Medication shall be kept in a locked cabinet or refrigerated when necessary. A snack could be medication for a diabetic student.
8. The school nurse, principal or designee will inform the student's teacher(s) of any possible side effects from medication. Teachers shall report immediately to the school nurse, principal or designee if any reaction from the medications observed. Any severe adverse reactions shall be reported to the parent and prescribing physician if necessary by the school nurse, principal or designee.
9. Students shall not keep or self-administer any medications except as permitted in A. 2. of this section.
10. The school nurse can be contacted, by phone, for advice if not present.

2. Medications shall be received in the original container in which they were dispensed by a licensed prescriber/licensed pharmacist (see C. 1 & 2 below), and should be delivered on the day on which it is to be given.
 - a. Unused medication will be returned ONLY to a parent or unless authorized, in writing, by the parent or to another individual authorized in writing by the parent.
 - b. It is the responsibility of the parent to claim any unused medication within one week after the school year ends or within one week after the medication is no longer needed. Any unclaimed medication will be destroyed.
 - c. Empty containers may be returned home with students.
3. If any of the information stated on the permission form changes, the parent agrees to immediately furnish to the school a revised statement signed by the physician who prescribed the medicine.

C. Labels on the Medication

1. Prescribed medication must be stored in the original container in which it was dispensed by a licensed prescriber/licensed pharmacist. Medicine not in the original container will not be dispensed.

Medication must be clearly labeled and accompanied by the following information:

- a. on prescription bottle:
 - 1) full name of the student;
 - 2) name of the medication;
 - 3) dosage and time intervals for administration; and
 - 4) name of the physician (required for prescription drugs only).
 - b. on the permission form:
 - 1) possible side effects, any severe reactions; and
 - 2) any special instructions for administering the drug such as storage or sterile conditions.
2. Nonprescription medication should also be in the original container (labeled with the child's name) and be accompanied by the completed permission form with the necessary details for storage and administration.