

SACRED HEART SCHOOL MEDICATION POLICY

1. Students should not have in their possession medications of any kind including non-prescription drugs. All medicines must be brought to the Nurses Office by an adult.
2. All medications (prescription and non-prescription) must be prescribed by a physician/dentist who advises the school that it is NECESSARY for the child to be given the medicine at school. The parent's and the physician's signatures are required. The Medication Administration Order form will be kept on file in the Nurses Office.
3. A new order form must accompany any changes in the prescription (i.e.: a change in dosage.)
4. A separate order sheet must be submitted for each medication to be given.
5. Medication must be provided to the school by the parent/guardian in the ORIGINAL CONTAINER or PRESCRIPTION BOTTLE, which clearly indicates the student's name, name of medication, dosage and time to be given. **Pills sent in zip lock bags or hand written labeled containers will not be administered!**
6. All medications will be kept under lock and key in a secure location.
7. All controlled medications (i.e.: Ritalin, Dexedrine, Adderall, etc) will be counted and recorded by the person receiving them at the school.
8. The School Nurse or authorized designee will administer the medications.
9. Sacred Heart School or any designated person administering the medication is not responsible for any unintentional mistake or oversight in keeping or giving the child's medication.