

# CHRIST THE KING

## ELEMENTARY SCHOOL MEDICATION POLICY

### PRESCRIPTION MEDICATION ADMINISTRATION POLICY

For Christ the King trained personnel to administer prescription medication to your child at school these guidelines MUST be followed:

- A signed PHYSICIAN ORDER with name of medication, route to be administered, dates to be given, time to be given and any special instructions. This may be a school form or on a form from the MD office. A new form must accompany any dosage changes.
- A parent/guardian must also sign this form.
- A form is valid for one school year ONLY. A new form must be provided at the beginning of each school year.
- Forms are available through the school office and school clinic as well as CK school website under Nurse's Corner.
- All medication must come to school labeled and in original container. Medication should be brought into School Office by a parent and picked up from office by a parent. No medication will be sent home with a student.
- We DO NOT recommend medication being brought back and forth daily.
- Medication may be given to a teacher before school by a parent and from teacher to parent at the end of the school day.
- A parent may come to school to administer medication to their child during school hours in the event it is needed and no previous paperwork has been provided. **NO medication will be administered by school staff without proper paperwork.**
- All unused medication needs to be picked up by a parent on or after the last day of school. Arrangements can be made by calling the school office or school clinic. Any medication left at school will be properly discarded.
- Please attempt to administer medication outside of school hours whenever possible.
- If a student needs to carry an inhaler or epi pen on their person, additional paperwork signed by a physician is required.