

# **GOOD SHEPHERD LUTHERAN SCHOOL**

## **MEDICATION POLICY**

- 1. Students are not allowed to carry any type of medications on their person (or in their locker) while in school.**
- Administration of medication to students **and Day Care children** during regular school hours is discouraged unless absolutely necessary for the critical health and well-being of the student. All requests for administration of medication (prescription and over-the counter) to students must have the completed form: "Physician & Parent Authorization / Request for Self-Administration of Medication" (on reverse side). **A separate medication request form must be completed for each medicine.**
- All medications administered to the student during school hours must be transported to and from school by a parent or another adult acting on the parent's behalf. No medication will be administered unless the authorization / request form (on reverse) is completed and received. The medication must be received in the form and container as provided by the pharmacy filling the prescription, and no medication may be administered from any container other than one properly marked as above. Over-the-counter medications must be brought to school in their original package, with the student's name and date clearly marked on it. **Non-prescription medications, which will be taken on a short-term basis will be self-administered only if a signed, dated order from the physician is received and signed by the parent or guardian. This form can be obtained by calling the physician and asking them to fax instructions to Good Shepherd School. Our fax number is 618-344-3156. Parents will be contacted by phone before medicine is administered.** Any change in the dosage of the medication and/or the directions for use will require a corrected pharmacy label indicating the changes and a signed note from the physician.
- It shall be the duty of the school personnel to verify the name and type of medication, and the dosage thereof, as set forth in the physician's authorization statement, prior to the supervision of self-administration of medication by the student. The medication shall be securely locked in a cabinet.
- Whenever any medication is administered to any student, the teacher shall be notified **by the parent/guardian**, so that teacher may periodically observe the student for indications of reaction to the medication. Any such reaction or unusual symptoms shall be immediately reported to the administrator who shall then contact the student's parent and/or physician concerning any incident.
- The parent will be notified if the student consistently does not show up to take the medication at the specified time.
- The administration of any medication containing a narcotic is prohibited during school hours. If a student requires medication of this type for pain, he/she should be kept at home until a milder form of analgesic is indicated.

8. The physician must provide a written order for a student to carry emergency medication on their person (i.e. inhaler, Epi-Pen).
9. Any medication that is not removed from the school by the end of the year will be discarded by school personnel.
10. Medication request forms must be renewed annually at the beginning of each school year.