

SAINT BRIGID CATHOLIC SCHOOL
After School Care Program
MEDICATION ADMINISTRATION POLICY

I. Procedures for Administration of Medication

Definition: Medication includes both prescription and non-prescription medication and includes those taken by mouth, taken by inhaler, and those which are injectable (epi-pen), applied as drops to eye or nose, or applied to the skin.

Parental/Guardian procedures

1. The student's parent/guardian must provide the school with written permission and request to administer medication.
2. Written instructions, which include name of student, name of medication, dosage, time to be administered route of administration and duration of administration must accompany the medication.
3. Medication should be brought to school by the parent/guardian unless other safe arrangements are necessary and/or possible.
4. All medication should be kept in a labeled container as prepared by a pharmacy, physician, or pharmaceutical company and labeled with dosage and frequency of administration.
5. No dosage or time of administration changes will be instituted except by written instruction from the physician/parent after the initial request.
6. Parental or guardian request/permission and physician's instructions should be renewed annually, or more often, if necessary.
7. Prescription and medication supply renewal is the responsibility of the parent/guardian.
8. A log of medication administration is kept in the school office. If an error is made in administering medication, parents/guardian will be notified as soon as possible.
9. Medication left over at the end of the school year will be picked up by the parent/guardian. If it is not, the school will appropriately dispose of the medication.
10. Pharmacy supplied prescription oral medication is supplied in exact dosage so that dividing pills is not the responsibility of school personnel.

II. Supervised Student Self-Administration of Medication

Definition: Self-administration means that the student is able to consume or apply prescription and non-prescription medication in the manner directed by the physician without additional assistance or direction. Self-administered medicine will be kept in the school office.

Parental/Guardian Procedures

1. The student's parent/guardian must provide written permission request to the school to allow the student to self-administer medication.
2. Written instructions which include the name of the student, name of the medication, dosage, time to be administered, route of administration, and duration of administration, and the physician/provider instruction that the student may self-administer must be provided to the school.