



Medication Administration Procedures and Guidelines

Updated July 2026

Health and Safety Issues

It is of the utmost importance that St. Joseph Catholic School provides a safe environment for our students. Because of this commitment, the school (through the registered nurse or designated employee of the school) will administer medicine only under the following circumstances:

Distribution and Consumption of Medications:

Medications: Prescription and over-the-counter medications may be administered, by registered nurse or school personnel delegated by such registered nurse upon receipt of written authorization by the student's physician and student's parent. All medications must be accompanied with an appropriate document. These forms must be updated every year. Authorization for prescription medications must be signed by the student's physician and contain the physician's prescription and approval for the administration of the medication. The parent's authorization for over-the-counter medications shall be a signed permission form requesting the school to administer the medication and releasing the school and personnel from liability.

1. These authorizations must include: (1) the name of the student who will receive the medication; (2) the name and description of the medication; (3) the dosage to be given; (4) instruction for administration of the medication; (5) suggested times for the administration of the medication; (6) a description of any possible side effects; and (7) any other instructions or warnings. **THE FIRST DOSE MUST BE TAKEN AT HOME.**

All medications will be securely stored in the school office or health room. Medication should be delivered directly to the school by a parent/guardian and should not be sent in a student's backpack. This policy includes cough drops and all over the counter medications. The only exception is for students who have written authorization from their healthcare provider permitting them to carry their own medication, such as an inhaler or epi-pen.

At the end of the year, parents are requested to contact the registered nurse regarding instructions to dispose of or return the medicines. Any medicine left in the possession of the school district at the end of the school year will be appropriately discarded.

- **Prescription Medications:** All prescription medications require written permission from the parent/guardian AND physician. The appropriate Diocesan document (form 317-T and/or 317-U [if

applicable]) signed by the physician, and a parent, for medication to be given during school hours must accompany all prescription medications and include the following:

1. All prescriptions must be in the original pharmacy container, clearly marked as to the patient, type of medicine, and dosage.
2. All controlled substances defined as such under state or federal law will be kept in locked cabinets under the supervision of the registered nurse.

- **Over-the-counter Medications:** Parents/Guardians of students may choose to allow their child to receive over-the-counter medications (acetaminophen, ibuprofen, triple antibiotic ointment, cough drops, anti-itch cream, etc.) in the school setting utilizing the following guidelines, no physician's signature required. Over-the-counter medicines may be given, upon decision of the nurse or principal, only if accompanied by the appropriate parental Over-the-Counter Medication Form.

1. Parents/Guardians must present an annual signed parental Over-the-Counter Medication Form which can be found on the website (www.sjost.com) or in the School and Health Offices.
2. Over-the-counter medications will need to be provided by the parent/guardian and must be delivered to the school in an original sealed container, clearly labeled with the name and dosage recommendations. **Due to dangerous side effects, at no time will any school district employee administer aspirin to a student.**
3. The parent/guardian must have given the initial dose of medication to the student at home prior to bringing it to school to assure there will be no adverse reaction.
4. Vitamins, supplements, homeopathic or herbal remedies and any other once or twice a day medication should be given at home.
5. Over-the-counter medicines will be reviewed on a case-by-case basis. Approvals will be typically on a limited basis only. The principal or registered nurse may ask for clarification prior to giving medication and has the discretion to deny administration request if they deem that it is not in the best interest of the student to take the medicine during school hours.