



MEDICATION POLICY

TO: Parent/Guardian

FROM: School Health Clinic

DATE: _____

To protect your child's safety, the school nurse and/or health aide will adhere to the following medication policy. It is required that BOTH the parent/guardian AND the physician signatures are on file before any prescriptions or non-prescription medication is administered. This includes all medications including over-the-counter products such as Tylenol, Advil, Dimetapp, Eye Drops, etc.

Although this may cause some inconvenience, we feel that this policy is best for the continued protection of your child, and must be followed. If we do not have your written permission and the written permission of your physician, the medication will not be given.

In order for your child to receive any medication at school, please conform to the following:

- A written request must be obtained from the physician and the parent/guardian. This request must include the name of the medication, dosage, time it is given during school hours, and duration. Forms are available at the school and on the Lake Catholic web site.
- The medication must be in its original container, and if it is an over-the-counter medication, the bottle must be new with an unbroken seal. All medications must have a fixed label which indicates the student's name, name of medication, dosage, method of administration, time of administration and time interval of dosages.
- When the empty prescription bottle is returned to you, please bring the refill to school promptly.
- The medication and the signed permission form must be brought to school by the parent/guardian.
- Please include a photo of your child with the permission form.
- New Request forms must be re-submitted each school year, and are necessary for any changes in medication orders.

If your child is taken off medication or will no longer receive it at school, please put your request in a dated, written note as soon as possible, accompanied by a physician's signed order to discontinue the medication. If the medicine is not picked up by the parent/guardian from the school clinic within 30 days, it will be properly disposed of.

A signed Physician and Parent/Guardian Request for the Administration of Medication by School Personnel are required in order to dispense medication.

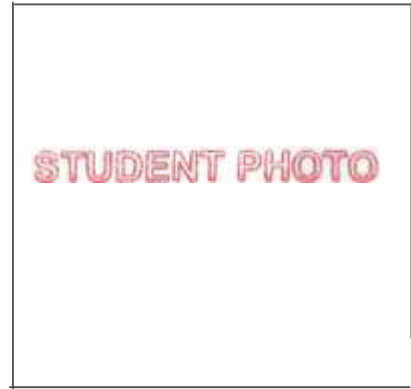
Please contact the school nurse or health aide if you have any questions. Thank you for your cooperation.



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www.lakecatholic.org

PHYSICIAN AND PARENT/GUARDIAN REQUEST FOR THE ADMINISTRATION OF MEDICATION BY SCHOOL PERSONNEL



Student _____

Address _____

City/State/Zip _____

Name of Medication and Dosage _____

Times of Day to be Administered _____

Number of Times/Intervals Medication is to be Administered _____

Date to Begin Medication _____ Date to End Medication _____

Adverse/Severe Reaction that should be Reported to Physician _____

Special Instructions for Administration of Medication. _____

This medication can be safely administered by non-medical personnel. Yes ___ No

It is impossible to arrange for this medication to be taken at home and, therefore, it must be administered during school hours. Yes ___ No

This student is under my care. It is not possible to arrange for this medication to be taken at home under the supervision of a parent and therefore it must be taken during school hours.

Physician's Printed Name

Telephone Number

Physician's Signature

Date

Please regard my signature below as my assurance that I release Lake Catholic High School ,PSI, and any or all of the school's and PSI's officers or employees from any liability or damages resulting from the consequences or adverse reactions of our child's taking or failing to take this medication at the times prescribed. I also agree to keep informed in writing of any revision in the physician's prescription. I have had the opportunity to ask questions. They have been fully answered to my satisfaction.

Parent/Guardian Printed Name

Telephone Number

Parent/Guardian Signature

Date