

**Office of the School Nurse  
Saint Mary School**

**Medication Policy**

Dear Parent/Guardian:

State regulations require that no medication be administered to students at school without written authorization from a licensed physician, dentist, advanced practice registered nurse or physician assistant licensed to prescribe medication, and a parent/guardian. This regulation applies **to all prescription and all nonprescription medication** (such as any cold or allergy medications). The only exception to this policy is the in-school administration of Acetaminophen and/or Ibuprofen, provided there is **an annual parental release to administer these medications on file in the health office**. This policy does not cover field trips.

If your child will require the administration of any other medication during the school day (asthma inhalers, antibiotics, antihistamines, emergency epinephrine injection for a severe allergy, or any non-prescription drugs) the following procedure is required by State regulation:

1. You and your child's health care provider must complete the **"Authorization for Administration of Medication by School Personnel"** form. This is required by State regulations. Most health care providers have this form in their office. You should ask the health care provider to complete the form for you at the time he/she prescribes the medication. This authorization form must be renewed each year for any medication taken in school. The authorization form is available on the Saint Mary School website.
2. The medication must be brought to the school by the parent or guardian. The student should not deliver medication to school. The medication must be in its original prescription bottle. Send only the amount of medication the student will need to take at school and keep the rest at home. Pharmacies are helpful in providing a second prescription bottle to keep at school. If the student will be taking a medication, such as Ritalin, over an extended period of time, the school is only permitted to keep a 45-day supply.

Taking medication in school can be disruptive to a student's schedule and should be done only if necessary. A medication to be given three times a day can be taken before school, after school and at bedtime.

Thank you for your assistance.

Nurse Linda