

## DIOCESE OF CHARLOTTE

1123 South Church Street Charlotte, North Carolina 28203

### POLICY FOR ADMINISTRATION OF MEDICATION

The purpose of this medication policy is to ensure that students safely receive all medications administered by school personnel. This policy will be followed during school hours, on school sponsored field trips, and in the After School Program.

Medications given during school hours by school personnel should be kept to a minimum. Every effort should be made so that medications can be given at home before and/or after school. Medications will be given in school to students who need medications to sustain attendance, students who have chronic health problems, or students with a special need.

If your child must receive **any type of medication** during school hours, including over-the-counter medications, the following regulations must be followed:

1. Both prescription and non-prescription (over-the-counter) medications require a completed **Medication Authorization Form**, detailing the medication, reason, dosage, and administration times. This form must be completed in full by the physician and signed by the parent/guardian.
2. All prescription medications must be brought to school in a **properly labeled pharmacy container** with identifying information (child's name, medication name, dosage, and times to be given).
3. All over-the-counter medications must be brought to school in the **original container, with the manufacturer's label intact**.
4. Inhalers for asthma treatment require the **Asthma Treatment Authorization Form** to be completed and signed by the physician and parent or guardian. It is preferred that asthma medication be administered in the health room, especially for students in grades K-5. If optimal asthma control requires self administration, an agreement for self administration must be completed with the student, physician, and the parent/guardian.
5. Students may self administer Insulin, Epi Pens, and inhalers for asthma. It is preferred that medications be administered in the health room for students in grade K – 5. All students self administering medications must have a completed **Self-Medication Student / Parent /Physician Agreement** on file in the health room. Only those students with this completed form are permitted to carry medications on their person or in other belongings.
6. Field trip permission forms include a section for authorizing administration of medications that must be administered to a student while off campus on a school sponsored field trip. It is the responsibility of the parent/guardian to complete the **Field Trip Form** in full, including the medication section, and return it to the school on the date indicated on the form. The school health personnel require advance notice to prepare medications for the field trips; thus, no forms will be accepted and no medications will be prepared on the day of the field trip. In addition to the Field Trip Form, medication administered by school personnel must have the **Medication Authorization Form** on file in the health room.

The above regulations are for the safety of the students; thus, there are no exceptions to this policy. If you do not wish to follow the above regulations, you may come to school and administer the medication to your child at the appropriate times. School personnel will not administer any medication to students unless the proper forms are completed and the medications are in properly labeled containers.