

## Medication Guidelines

(see the Student Handbook for the complete Medication Policy)

**If possible, all medications should be timed to be given at home.** When it is necessary for a student to take medicine during school hours, the following requirements must be met to ensure our students' safety:

- Submit a medication request form to the school nurse with all sections completed. A separate form for each medication is required.
- A physician's signature is necessary for all prescription medications and prescription-strength Over-the-Counter (OTC) medications. **No medication will be given in school without a physician (or other authorized prescriber) signature and parent/guardian signature.**
- All medications must be brought to school in the original, labeled container as dispensed from the pharmacy.
- Ask the pharmacist to dispense two containers: one for in-school, one for administration during field-trips or at the workplace.
- If only half a pill is to be given, the pill must be cut by you or the pharmacist.
- Up to a two week supply of medication will be accepted by the school.
- If there are any changes in medication, dosage, or time to be given, a new medication request form must be filled out completely and returned to school.
- All medications are to be taken/administered in the school clinic with the exception of inhalers and Epi-pens as noted below, or as coordinated by the school nurse for field trips and at the workplace.
- A limited supply of OTC medications is available at school. These have been approved by a consulting physician. Parent/guardian signature is required for students to receive OTC medications at school or in the workplace. The list and space to sign can be found on the reverse side of the Emergency Medical Authorization (EMA) form.

Medication request forms are available in the nurse's office or can be downloaded from the School Nurse website under "Student Life" at [saintmartincleveland.org](http://saintmartincleveland.org)

**Students may not carry or administer their own medications in school or at the workplace.**

The only exceptions are:

- 1) inhalers for asthma
- 2) EPI-pens for life-threatening allergies

Medication request forms must be on file (see above) in order for students to carry these medications in school and in the workplace.

**No student shall give medication to or accept medication from another student in school or at the workplace.**

Thank you for your cooperation.