

# ST ELIZABETH SCHOOL MEDICATION POLICY AND MEDICATION PERMISSION FORM

1. Parents must provide a written authorization for **any** medication to be administered. This includes over-the-counter medicine, homeopathic medicine, and prescription medication. Only SES medication orders forms will be accepted. The authorized healthcare provider (physician, dentist, physician's assistant or nurse practitioner) and parent/guardian must sign the order form. These forms can be found on the SES website [www.stelizabeth-school.org](http://www.stelizabeth-school.org) or by contacting SES Nursing via email nurse@stelizabeth-school.org.
2. **THE FIRST DOSE OF ANY NEW PRESCRIPTION MUST BE GIVEN AT HOME.**
3. Occasionally a student may need to self-administer/carry medication such as inhalers or emergency medication. Core Team, SES nursing, and parent/ guardian must be in agreement that student is appropriate to self- administer/ carry medication. An SES medication order form must be signed by the authorized healthcare provider and parent/ guardian, which specifically states that the student may self-administer/carry medication.
4. **A new SES medication order form is required for each new school year dated on or after July 1**
5. The medication should be delivered to the school by the parent/guardian or and adult designated by the parent/guardian. **If this is not possible, the parent/guardian should inform the school nurse by phone or email that the child is bringing the medication into school and how much medication is in the container.**
6. All medication must be properly labeled and consistent with medication order. Pharmacy containers and labeling are preferred; *a second labeled container can be obtained by asking the pharmacist.* Medications in envelopes, plastic bags, or unlabeled containers will not be accepted.
7. Over the counter medications must be received in new, **unopened** containers and be clearly labeled with the student's name.
8. Nursing is only authorized to administer medication within a 1 hour window of the ordered time. If a student arrives to school late and the time frame has elapsed, it is the parent responsibility to administer the scheduled medication prior to arrival to school and notify SES nursing. **\*\*If the student is transported to SES by bus or cab and has a late arrival, SES RN will notify parent/ guardian to discuss late medication administration.**
9. Medications ordered for "arrival" will be administered from 8:05am- 8:35am. Nursing will not administer "arrival" medications after 9:35am. Medications ordered for "at lunch" will be administered during the student's scheduled lunch period (4<sup>th</sup> or 5<sup>th</sup> period).
10. A new SES medication order form, completed by the prescribing physician, is required for any medication adjustments or new medications. It is the parent/ guardian responsibility to have these forms completed and submitted to Nursing.
11. Expired medication cannot be given. Within two weeks after the expiration date of the medication, the parent/guardian must personally collect any unused portion. Medication not claimed within that period will be destroyed.
12. SES Nursing will inventory medications weekly. Parent/guardian will be notified for medications that are low or due to expire. Parent/guardian will be notified for medications that have run out or expired. Student's physician will be contacted to discontinue medical order for medications that have been unavailable for more than 10 consecutive school days.
13. No medications or procedures will be administered until the enclosed St. Elizabeth School Medication Policy and Medication Permission Form is reviewed and signed below.

I have read the above policies and procedures, and authorize the administration of prescribed medications as directed by the physician and agree to assume the responsibility as required. I authorize the school nurse to communicate with the prescribing authorized healthcare provider regarding medication orders.

**Parent/Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_