

PARENT INFORMATION ABOUT MEDICATION PROCEDURES ST. FRANCIS

1. **In no case may any health, school or staff member administer any medication outside the framework of the procedures outlined here.**
2. Medications should be taken at home whenever possible. The first dose of any medication must be given at home to ensure the student does not have a negative reaction.
3. **Medication forms are required for each Prescription or the label on the prescription bottle will be used as the proper prescription.**
4. Prescription and Over the Counter medications must be brought in by the parent and signed off with the amount and dosage instructions.
5. **All medication taken in school must have parent/guardian signed authorization.**
6. **The parent or guardian must transport medications to and from school.**
7. Medication must be kept in the school office or other principal approved location, during the school day. All medication will be stored in a locked cabinet or refrigerator, within a locked area, accessible only to authorized personnel unless it is an inhaler or an EpiPen.
8. Parent/guardians are responsible for submitting new medication authorization form to the school at the start of the school year and each time there is a change in the dosage or the time of medication administration.
9. All prescription medications, including physician's samples, must be in their original containers and labeled by a LHCP or pharmacist. Medication must not exceed its expiration date
10. Over the Counter medications must be sent in its original container. **Medication sent in baggies or unlabeled containers will not be given.**
11. The student is to come to the office at the prescribe time to receive medication. Parents must develop a plan with the student to ensure compliance. Medication will be given no more than one half hour before or after the prescribed time.
12. **Students are NOT permitted to self medicate. The school does not assume responsibility for medication taken independently by the student.** Exceptions may be made on a case-by-case basis for students who demonstrate the capability to self-administer emergency life saving medications (i.e. Inhaler, EpiPen, Insulin, glucose pills/gel).
13. **Students are NOT permitted to carry any medications including EpiPens or Inhalers.**
14. Within one week after expiration of the effective date on order, or on the last day of school, the parent/guardian must personally collect any unused portion of the medication. Medications not claimed within that period will be destroyed.

I understand that the school's agreeing to allow the medication to be given is for my benefit and the student's benefit. Such agreement by the school is adequate consideration of my agreements contained herein. In consideration for the school agreeing to allow the medication to be given to the student as requested herein, I agree to indemnify and hold harmless St. Francis Xavier High School, its servants, agents, and employees, including, but not limited to the principal, and the individuals giving the medication, of and from any and all claims, demands, or causes of action arising out of or in any way connected with the giving of medication or failing to give medication to the student. Further, for said consideration, I, on behalf of myself and the other parent of the student, hereby release and waive any and all claims, demands, or causes of action against St. Francis Xavier High School, its agents, servant, or employees, including, but not limited to the school, the principal, and the individual giving or failing to give the medication.

Signature of Parent/Guardian: _____ Date _____

**St. Francis Xavier High School
2012-2013**

Dispensing of Medication

I understand that St. Francis Xavier High School does not employ a school nurse.

I give my permission for school personnel to administer medications that I have provided to St. Francis Xavier High School.

Parent/Guardian Signature

Date

NOTE: Medications are **not** administered without written permission unless instructed by Poison Control in the event of an emergency.

Each parent is to provide Tylenol, Band-Aids, cough drops, and tissues for your child, please send these to school with your child by September 2, 2012.

Please read and sign reverse side for medication procedures.