

St. Clement of Rome School Policy for dispensing medication at school

The school does not supply any medication. If a student brings medication from home to be taken at school, the following policy will be in effect.

1. Only medication, which has been prescribed by a physician, will be given at school.
2. Medication must be brought to school in a container appropriately and currently labeled by the pharmacy or physician, with instructions for giving the medication. (Ask the pharmacist for a small container, with the prescription label, which can be sent to school.)
3. A note from the parent must accompany the medication. The suggested format and the contents of the note are to be as follows: I give permission to authorized personnel to administer the following medication to my child:

Name: _____ Grade: _____ Teacher: _____
Physician who ordered medication: _____ Phone # _____
Name of medication _____
Purpose of giving medication _____
Amount to be given at school _____
Time of day to be administered at school _____
Number of days to be administered _____
Starting date _____
Any possible side effects of medication _____
Drug Allergies _____

Parent or Guardian's Signature _____

4. All non-prescription drugs should be in original container and will be administered at school ONLY: a. If relabeled by the pharmacy or physician with instructions for administering the medication, OR b. If accompanied by a note from the physician with instructions for giving the medicine, and which signifies that the medicine is to be given at school.
5. If there is any change in the dose or timing of medication, the physician must submit the change in writing. This note may be faxed or mailed to the school. A parent may not give permission to administer medication differently than the physician's order.

St. Clement School Fax Number: 314-822-8371