

# Medication Policy

The Diocese of Kalamazoo prohibits the administering of medication, both prescription and non-prescription medications taken by mouth, by inhaler, and those that are injectable, to any pupil without written permission from the student's doctor; however, the school may give emergency first aid. Parents must supply all medications administered to their children. Each medication must accompany an Authorization for Administration of Medication by School Personnel Form which is available in the school office.

Over the counter non-spray topical medications may be given to the student with written permission from parent / guardian. This includes but is not limited to Chap Stick, sunscreen, bug repellent & first aid ointments.

All prescriptions and over-the-counter medications that parents bring to school must be in the original container and kept at the school office. The child's name, grade, and dosage must be marked on each item. Prescriptions handed in at the office for short-term use may be picked up at the office at the end of the school day. All medications given to students are entered on the daily SCHOOL MEDICINE DISPENSING SHEET each time they are administered. Antibiotic medications will not be given at school as the school does not have the necessary equipment to store the antibiotics properly (i.e. locked refrigerator for medication only). All antibiotics can be given in doses that do not require dispensing at school.

In the event of an emergency, the school will attempt to notify the parent immediately. For this reason, it is imperative that the school has a phone number where a parent may be reached. The school must be notified if any child suffers from epilepsy, asthma, allergies, or other conditions which might cause fainting or other emergencies, so that the proper procedures might be followed with the least possible trauma for the child.

Revised August 2019

