

If a student requires prescribed and/or over the counter medication during regular school hours and/or field trips, the following must be in place:

- 1) The direct order/consent of a licensed physician (MD or DO), Physician Assistant (PA) or Nurse Practitioner (NP) signed. The current prescription label on the container may serve as a physician's order until the Authorization for Medication Administration in School form has been completed and signed. Physician orders may be faxed to 314-962-3560 or emailed to [cahlheim@holyr.org](mailto:cahlheim@holyr.org) or a paper copy may be brought into the school office.
- 2) Physician orders should detail:
  - a. The name of the physician
  - b. The name of the medication
  - c. Dosage
  - d. Time interval the medication is to be given (if "as needed" a plan must be provided)
  - e. Diagnosis or reason for medication and possible side effects

**ONLY LICENSED DOCTOR OF MEDICINE (MD) OR DOCTOR OF OSTEOPATHY (DO) OR A PHYSICIAN'S ASSISTANT (PA) OR NURSE PRACTITIONER (NP) WORKING UNDER A COLLABORATIVE PRACTICE AGREEMENT WITH A MEDICAL DOCTOR HAVE PRESCRIPTIVE RIGHTS. A PARENT/GUARDIAN CANNOT PRESCRIBE A MEDICATION FOR THE SCHOOL STAFF TO ADMINISTER TO THEIR CHILD, EVEN NON-PRESCRIPTION; NOR MAY THE PARENT AUTHORIZE CHANGES IN THE MEDICATION ADMINISTRATION.**

2) Written consent of the parent for school personnel to administer the medication.

3) The medication in the original container. The container may be opened and it must be labeled with the child's name. No travel pill containers or ziplock bags.

4) All medications will be kept in the first aid office with the exception of epi pens which will be kept in the classroom during school hours and locked in the school office after 3:30pm. Students may not carry medication on their person, with the exception of metered-dose inhalers and other life saving medications that have been properly registered with the school. To prevent any losses or misplacements, no students are allowed to self carry any medication on field trips.

5) All medications will be administered by properly trained personnel and proper documentation will be kept on every dose given.

**ALL STUDENTS WITH THE CHRONIC MEDICAL CONDITIONS OF ASTHMA, FOOD ALLERGIES, SEIZURE DISORDERS AND DIABETES ARE REQUIRED TO HAVE PLANS OF ACTION ON FILE IN ADDITION TO THE COMPLETED PAPERWORK LISTED ABOVE.**