



## Cologne Academy Medication Policy

Cologne Academy acknowledges that some students may require prescribed oral medications during the school day to function as near to their potential as possible. Cologne Academy's school nurse, health associate, or other designated trained school employee will administer prescribed medications under these conditions:

- **Prescription and non-prescription medication requires a completed signed authorization form from the student's parent/guardian and physician.** Cologne Academy may rely on an oral request to administer medication for up to two days until written authorization is received. It is to include:
  - Student name
  - Name of medication
  - Time of administration
  - Possible side effects
  - Dosage and route of administration
  - Termination date of administration
  - Reason for medication
  - Number of tablets sent to school

This authorization can be faxed to 952 466-4030

- **Prescription or non-prescription medication must be in the prescription or Over-The-Counter labeled container.** The pharmacy will divide medication for home and school into two bottles with proper labels.
- **Parent/Guardian will notify the Health Office of any changes in medication or if it is discontinued.** A written script from the physician will be needed for any changes. This can also be faxed 952 466-4030.
- **The school WILL NOT provide any medications including Aspirin, Tylenol, Ibuprofen, cough drops, Bacitracin (Neosporin), etc., in accordance with Minnesota Department of Health guidelines.**
- **Students will not be allowed to self-administer or carry medications with them unless an exception is made, and a written plan is agreed upon between the school nurse or health associate and parent.**
- **Cologne Academy will not administer any "dietary supplements", herb products, or any other products not regulated by the Food and Drug Administration.** The quality and quantity of their products are free from the scrutiny of a regulatory agency. The labels also do not indicate the action, recommended dosage for age, side effects, interactions, adverse reactions and contraindications.
- Due to the number of students requiring medication to be given at school and out of concern for the safety and well-being of all of our students. Cologne Academy will follow these guidelines regarding the following medications:
  - Central Nervous System Stimulants (Ritalin, Adderall, Dexedrine, Cylert, etc.)
  - Antipsychotics (Thorazine, Mellaril, Stelanzine, etc.)
  - Antidepressants (Lithium, Paxil, Serzone, Prozac, Zoloft, etc.)

### **The parent/guardian is to choose ONE of the following options:**

1. An adult will hand carry the medication to the school health office.
2. An adult will call the student's school health office to alert the School Nurse or Health Associate of the number of tablets that were sent to school with student.

Health Services will count the number of tablets received, store them in a locked cabinet, and administer the correct dosage to the student at the time noted on the, "*Medication Administration and Physician Order*", sheet.