



MARIAN CATHOLIC HIGH SCHOOL

Parent/Guardian Information About Medication Procedures

1. Medication(s) should be taken at home whenever possible so that the student will not lose valuable classroom time or have a shortened lunch period. Any medication taken in school must have a parent or guardian-signed authorization and licensed prescriber's orders. Medication must be kept in the clinic unless medication is recognized as a self-administered medication that has been approved by the student's physician. All other authorized medication not administered by the student, will be maintained in the clinic under the supervision of the school nurse.
2. Medication(s) that will be carried by students and self-administered will require a 504 plan and IEP to be in place.
3. In order for students to carry and self-administer medication(s) during school hours, the school must have parental/guardian consent and a current medical authorization form on file with the school. Students that will carry and self-administer medication will need to be evaluated by the school nurse to ensure the capability of the student to self-administer medication.
4. No medication will be accepted by school personnel without receipt of completed and appropriate medication forms.
5. Medication Authorization will need to be signed by the parent/guardian and doctor in order to be valid.
6. In this authorization form, the parent/guardian of the student must sign a statement that:
 - a. acknowledges that, when the lawfully prescribed medication is so administered or attempted to be administered, the parent/guardian will waive any claims they might have against the school, its employees and agents arising out of the administration of said medication. In addition, they agree to hold harmless and indemnify the school, its employees and agents, either jointly or severally, from and against all claims, damages, causes of action or injuries incurred or resulting from the administration or attempts at administration of said medication.
7. A written order for prescription and non-prescription medications must be obtained from the student's doctor and **must be renewed every school year.** A new form must be completed each time there is a change in the dosage or in the time at which medication is to be taken. The written order for prescription and non-prescription medications must include the following information:
 - a. Name of student
 - b. Date of birth
 - c. Reason for medication or diagnosis
 - d. Name of medication
 - e. Exact dosage to be taken in school (e.g., mg, ml, or cc)
 - f. Time to take medication and frequency or exact time interval dosage is to be administered
 - g. Other medications in cases where more than one medication is prescribed
 - h. If medication is given on an as-needed basis, specify the exact conditions or symptoms when medication is to be taken and the time at which it may be given again. ("Repeat as necessary" is unacceptable.)
 - i. Licensed prescriber's signature and date

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8. All prescription medications must be in their original containers and labeled by a licensed prescriber or pharmacist. An over-the-counter medication must be in the original container with the name of the medication visible. The parent or guardian must label the original container with the following:
 - a. Name of student
 - b. Route of administration
 - c. Exact dosage to be taken in school (e.g., mg, ml, or cc)
 - d. Frequency or time interval dosage is to be administered
9. **The first dose of any new medication must be given at home under parent supervision.**
10. Medication kept in the school will be stored in a locked area accessible only by authorized personnel.
11. At the end of the school year medication will need to be picked up by parents. Medication(s) not picked up by parents will be properly disposed of.
12. Marian Catholic High School does not assume responsibility for authorized medication taken independently by the student.
13. The parent or guardian must provide Marian Catholic High School with a supply of medication to be administered during the school day.