ACADEMY OF THE SACRED HEART

OUR GIRLS CHANGE THE WORLD

POLICY AND PROCEDURES FOR THE ADMINISTRATION OF MEDICATION AT THE ACADEMY OF THE SACRED HEART

School medication orders shall be limited to medications, (including vitamins and supplements) which cannot be administered before or after school.

Only oral, inhalant, topical and emergency medications will be administered at the Academy of the Sacred Heart by the school nurse, or staff trained by her. Except in life-threatening situations, the Academy of the Sacred Heart will not administer injectable medications.

The decision to administer controlled substances at the Academy of the Sacred Heart will be made in consultation with the medical prescriber and the school nurse on a CASE BY CASE BASIS.

Non-prescription medication **must be sent to school in the original manufacturer's container and labeled with the child's name, amount to be given, time and route of administration.** The instructions for administering cannot exceed the recommendations of the manufacturer without a prescription from a physician/dentist. A Medication Order Form must either accompany the medication or be uploaded to the Magnus site prior to the administration of medicines.

In addition to the requirements for non-prescription medication, **prescription medication labels must include the prescribing physician's name, pharmacy, prescription number, and date filled (must be current). Medication must be prescribed for that specific child. Please request from the pharmacist a separate bottle labeled for school use.** Physician's medication samples will only be administered when accompanied by a note describing medication from the physician. The Medication Order Form must be completed, ***and include both the parent and physician signature***, and turned in to the nurse, or uploaded to the Magnus Health site.

THE INITIAL DOSE OF ANY MEDICATION MUST BE ADMINISTERED BY THE STUDENT'S CAREGIVER OUTSIDE THE SCHOOL JURISDICTION WITH SUFFICIENT TIME FOR OBSERVATION FOR ADVERSE REACTIONS.

The school requires from parent/guardian:

1. Open communication must exist among the Academy of the Sacred Heart, the parent/guardian and the prescribing physicians.
2. School personnel at the Academy of the Sacred Heart are made aware of the Emergency Protocols for medication-related reactions.
3. Parent/Guardian must immediately notify the school, and update the Magnus account if there are changes or additions to prescribed medication.
4. Medication for preschool and Lower School students must be delivered to school by an adult.
5. Medication that is "controlled" (ex. Ritalin, Adderall) and psychotropic medications must be delivered to school by and adult. (ALL GRADE LEVELS)
6. All medication will be properly labeled as stated above.

The responsibility of the school:

1. Medications will be secured in a locked area with limited access by authorized personnel only.
2. An electronic medication administration record for the students receiving medication will be accessible through Magnus Health, in the infirmary.
3. Following the administration of medication, the student will be observed for 45 minutes by her teacher(s) or the school nurse for signs of adverse reactions.
4. It will be the responsibility of the school nurse to identify and delegate to appropriate school personnel involved in the administration of medication at the Academy of the Sacred Heart. Such appropriate staff will have has 6 hours of initial training, and 2 hours of yearly training annually by the school nurse.
5. Parent/Guardian will be notified if there is a problem regarding the administration of medication.
6. Student information shall be kept confidential.