



DIOCESE OF CHARLOTTE  
CATHOLIC SCHOOLS

## Policy for Medication Administration

This policy applies to all medications: prescription and non-prescription (OTC/over the counter) and for all grade levels. This policy will be followed by school personnel during the school day, after school programs and during school sponsored field trips. Medications will be given in school by the school nurse and/or designated school personnel, to students who need medications to sustain attendance, students who have chronic health problems, or students with a special need. This is a **no exception policy** that is in place to protect the student and ensures the safest possible care for your child. Medications given during school hours by school personnel should be kept to a minimum, therefore every effort should be made so that medications can be given at home before and/or after school.

If your child must receive **any type of medication** during the school day, including OTC (Motrin, Tylenol) medications, the following regulations must be followed:

1. **All medication to be given at school must accompany a completed Medication Authorization Form.** This form must be signed by a licensed provider and a parent. A completed Medication Authorization Form is valid for 1 school year only and should be completed annually.
2. All prescription medications must be brought to school by the parent or guardian in a properly labeled pharmacy container with identifying information (child's name, medication name, dosage, and times to be given).
3. Over-the-counter medications must be brought to school by a parent or guardian in the original container, with the manufacturer's label intact. Please do not send medication in baggies, lunchboxes, cups etc. Most health rooms have stock OTC medications. Please check with the school nurse and/or school designee.
4. If your student requires emergency medications such as: an epi-pen, Auvi-Q, rescue inhalers for asthma, insulin, or seizure medication, the school nurse must have an **Emergency Action Plan** on file in the health room in **addition to the Medication Authorization Form. Students in grades 6-12 are permitted to self-carry their emergency medications as indicated on the medication authorization form.**
5. Students may self administer Insulin, Epi Pens, and inhalers for asthma. However, it is preferred for all emergency medication to be kept with the school nurse in **grades K-5. All prescription and non-prescription medication must be kept in the health room. For the safety of all students, students are NOT allowed to keep non-emergency medication on their person.**
6. Field trip permission forms include a section for authorizing administration of medications that must be administered to a student while off campus on a school sponsored field trip. It is the responsibility of the parent/guardian to complete the **Field Trip Form** in full, including the medication section, and return it to the school on the date indicated on the form. The school health personnel require advance notice to prepare medications for the field trips; thus, no forms will be accepted, and no medications will be prepared on the day of the field trip. In addition to the Field Trip Form, medication administered by school personnel must have the **Medication Authorization Form** on file in the health room.

7. During school sponsored overnight field trips, all medications (prescription and non-prescription) your student may need during the trip, MUST be administered by school personnel, even if a student is over the age of 18. The only exception to this policy would be emergency medications (see #4 and #5). All necessary forms must be completed and on file before the field trip for your student to receive the medication.
  
8. All medication, **especially emergency medication**, should be provided at the start of the school year and must be picked up by a parent/guardian at the end of the school year. All medication not picked up will be properly disposed of by the school nurse/school designee.

Effective August 2009  
Revised November 2023