

MEDICATION ADMINISTRATION POLICY

If your student needs to take medication throughout the school day a *Request for Medication Administration* form must be completed for EACH medication and turned into the nurse. For all *Over-the-Counter and Prescription* medications you must include the following:

- Name of child
- Reason for medication
- Name of medication to be administered
- Dosage for medication
- Prescribed quantity for each medication
- Time of administration
- Route of administration

All medication must be brought to the school by the parent in the original labeled container prepared by the pharmacy, doctor, or pharmaceutical company (i.e., no envelopes, foil, or baggies) and given to the nurse. The label should include the following:

- Child's name
- Name of medication
- Dosage of medication to be given
- Frequency of administration
- Route of administration
- Date of administration
- Expiration date

NOTE: Specific instructions are necessary (for example: every 4 hours, as needed for headache, etc.)

If your child self carries medication such as an Epi-Pen or inhaler they will need to have a self-carry order signed by the parents/guardians and a physician. The student will need to have a copy of this form with them at all times as well, the nurse must have a copy. *Students must meet with the nurse at the beginning of the school year to show compliance, please email Nurse Loiacono to set up an appointment. This can be done during a study hall, before or after school or during lunch. Appointments must be established before August 30, 2025.* Please make sure your student is setting up an appointment. If you are unable to access these forms on the website please email Nurse Loiacono at nurse@chsvb.org.

If your child has Asthma, Allergies, Seizures or Diabetes they must have a complete action plan regarding these illnesses. The student will need to have a copy of this plan with them at all times. The nurse must have a copy as well. These action plans can be found on the Magnus portal as well as the Health/Clinic page of the CHS website. If you are unable to access these forms please email the nurse at nurse@chsvb.org.

ALL ACTION/MEDICATION/SELF-CARRY FORMS MUST BE COMPLETED AND UPLOADED TO THE STUDENTS MAGNUS PORTAL BY THE FIRST DAY OF SCHOOL.

