

# St. Odilia School Policy and Information Manual

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## Medications

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### Policy

To help insure safety for all St. Odilia students, the Mounds View School District Medication Policy will apply to any student who has a health condition requiring medication during the school day.

### Procedure for Medication Administration:

1. Current written authorization from a **physician/licensed provider** and **parent** is required each school year for:
  - Any medication administered on a daily basis for longer than 10 school days
  - Any medication administered on an “as needed” (prn) basis for longer than 10 school days
  - Any medication that will be carried and/or self-administered by a student, including asthma inhalers  
NOTE: Any medication covered by the Federal Narcotics Act (i.e. Ritalin) may not be carried by students or self-administered.
  - The self-administration form signed by the physician or other licensed provider, parent, student and licensed school nurse must be on file in the school health office before students may carry and self-administer medication.
2. Written authorization from a parent is required for any prescribed short-term (10 school days or less) medication (i.e. antibiotics for strep or ear infection).
3. All Medications must be provided in a **current, pharmacy labeled or original manufacturer’s container**. Pharmacies will provide a duplicate bottle, appropriately labeled for administration at school. Over-the-counter medication (i.e. cough/cold remedies, antihistamines, pain relievers) may be given with written parent/guardian permission.

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### NOTES:

- School staff members are unable to administer any medication without appropriate authorization.
- The licensed school nurse must review medication authorizations before that medication is administered.
- Medication authorization forms are available in the school health office.
- Medications are kept in the health office locked cabinet. Regulated medications are counted regularly.
- Parents are responsible for notifying the licensed school nurse if the medication changes, is discontinued, or if there are other concerns and obtain the proper physician/licensed provider authorization.
- Controlled substances are counted when delivered to the health office.
- The school may refuse to administer any medications on the recommendation of the licensed school nurse for medications that exceed the daily recommended dosage or are not listed in prescription/non-prescription formularies.
- Medication will be returned or destroyed at the end of the school year or when discontinued.