

URSULINE ACADEMY HEALTH OFFICE

Medication Administration in School

Ursuline Academy's Medication Policy provides for the health and safety of students requiring medication during the school day. The school nurse will partner with you and your daughter to ensure that medications prescribed for administration during the school day are taken as directed. The following information is a summary of the medication policy which is available for review in the Health Office. (In compliance with MDPH regulations 105 CMR 210.000)

- ▶ The school nurse is responsible for the administration of all medication in school as required by M.G.L. c. 94C.
- ▶ When your child needs medication during the school day, please submit all necessary signed forms so your child may begin receiving necessary medication promptly.
- ▶ A medication authorization form must be completed and signed by **both** a licensed healthcare provider **and** a parent/guardian before prescription medications can be administered in school.
- ▶ Over-the counter medications such as ibuprofen and acetaminophen require a signed parental authorization form. Administration based on school physicians standing orders.
- ▶ Whenever possible, medication administration should be scheduled at times other than during school hours.
- ▶ A medication order is valid only for the current school year and must be renewed at the beginning of each school year.
- ▶ All medications must be delivered to the Health Office by a parent/guardian or designated adult.
- ▶ All medication must be delivered in a pharmacy or manufacturer labeled container. Medication cannot be accepted in containers such as plastic bags.
- ▶ Students **may not** self-medicate or carry any medication unless authorized by the school nurse and appropriate documentation is on file in the Health Office.
- ▶ A parent/guardian may retrieve medication from school at any time. Medications must be picked up no later than 3 days following the close of school. Any medications remaining thereafter will be destroyed.