

## Administrative Procedures for Administering Medication to Students

Administration of medications will be permitted on school property only when medically necessary and under the direct supervision of appropriate staff members. The first dose of newly prescribed medication should always be given at home. Please notify the school of any changes in the child's condition or medication. For the safety of our students, the following procedures will be followed.

1. A Bethlehem Christian Academy Authorization form **MUST** be filled out completely and turned in to the clinic before any medication will be administered. If prescription medications are to be given at school for more than 2 weeks, an authorization form from the school must be filled out and signed by the physician, or other licensed prescriber. The forms can be found on the school web site or obtained from the front office. The medication authorization form must also be signed by the parent or guardian of the student.
2. If non-prescription medications are to be given at school, the medication authorization form must be completed and signed by the parent or guardian, indicating the name of the medication, dosage, time to be given and the reason for the administration. Non-prescription medication can be administered no longer than 3 consecutive days, after which time a completed medication permission form from a physician or other licensed prescriber must be provided.
3. All medication is to be brought to school by the parent or guardian in the original, properly labeled container. The information on the container must match the information on the medication authorization form. The school will not administer medication that is not sent in its original container.
4. If a parent or guardian is unable to deliver the medication to the school, he/she **MUST CALL THE SCHOOL** to report that the medication is being delivered by the student. Be sure to send the medication authorization form as well.
5. Students with emergency medications, such as inhalers, epi-pens or insulin, may carry and self-administer these medications only if the written permission of a licensed prescriber and the parent is on file with the school. Parents of children needing such emergency medications are advised to contact the school so a care plan can be developed.
6. Parents must provide refills of medication. Parent's requests to withhold or discontinue medication must be reported to the prescribing physician.
7. Medication not picked up by the end of the school year will be discarded.
8. Sharing and distributing prescription medication with others may result in a recommendation of expulsion.