
ST. JAMES SCHOOL REGISTRATION 2010-2011 MEDICATION POLICY

POLICY DESCRIPTION

This letter is to remind you of our school policy on medication that is to be taken during school hours.

While St. James School is not obliged to supply, dispense, or administer medication to children, in certain circumstances, medication or treatment is necessary for your child to be able to remain in the school. Please follow our procedures to ensure your child receives proper medication.

The child's physician needs to send a written order for any prescription medication. This order must include the name of the drug, the dose, the time of the dose, the length of the time the medication is to be given, instructions for administration, possible adverse effects and emergency instructions. The prescription label may serve as the physician's authorization. Please accompany this prescription with a signed note from a parent or guardian.

St. James School will not dispense over-the-counter medications such as Tylenol, cough medicine, cough drops or other non-prescription medications without specific written authorization from the physician. All non-prescription medication shall be in the original container and labeled by the parent/guardian with the child's name, and instructions for administration including times and amounts for dosages, along with the signed permission of a parent or guardian.

With the appropriate notes on file for the current school year, you may send the medications to school when the need arises.

No medications are kept in the classroom. All medication is kept in the office or health room.

Should you have any questions regarding this medication policy, please contact the school office, or the health room and speak with Mary Kaye Hannah, 781-4428, ext. 214. We work very hard to ensure the safety of your child as well as all of those in our care.

Thank you for your cooperation.