



St THOMAS
THE APOSTLE SCHOOL



PROTOCOL FOR MEDICATION ADMINISTRATION

School personnel will only be permitted to administer medication in school or on field trips by following the Massachusetts Department of Public Health regulations.

The regulations are:

Prescription Medications: The following forms must be on file in school before medication can be administered in school. (Forms may be obtained in school.)

- 1) Signed consent by parent/guardian to give medicine.
- 2) Medication order signed by physician. (Must have new order each school year.)

Medication must be delivered to school in pharmacy or manufacturer labeled container by parent/guardian.

Non-prescription Medications:

- 1) Must be in the original container (aspirin bottle, cough medicine bottle, etc.)
- 2) A note dated and signed by parent/guardian must accompany the medication.
information in the note should include: clear instructions, when last dose was given at home, what other medications the child is taking at home, and history of any allergies.
Students are not permitted to be in possession of medication at any time.

The following steps must be adhered to for the safe administration of medications when the nurse is not in the building or on a field trip:

- All medications and students with emergency medications (epi-pens or inhalers) are to stay with the teacher at all times while on a field trip unless the parent is present and is taking responsibility for the medication and administration for their child.
- All staff will be re-certified in CPR and First Aid (including epi-pen use), every two years per administration. The school nurse will review the use of epi-pens with the appropriate staff at the beginning of each school year. Any special instructions for an individual student will be reviewed at this time. The administration of prescription medication will also be reviewed if necessary for a field trip.
- At the beginning of each school year, the school nurse will provide to the appropriate staff the necessary information for students with emergency medicines. The information is for staff use in case of emergency on field trips or when the nurse is not in the building and must remain confidential unless needed to provide medical care.

Should there be any change to this protocol, both staff and parents will be notified.