

Guidelines for Medications at School

Students needing to take medication during school hours must follow these guidelines:

1. Provide the nurse with a completed Medication Authorization Form. It needs to be signed by a parent/guardian and a healthcare provider (even for non-prescription medications). This form can be found on the Bishop Hartley website under Nurse's Notes.
2. A new Medication Authorization Form must be completed each school year and when the medication or dose has changed.
3. All medication must be in the original container from which it was dispensed by a pharmacy or the original over the counter bottle. If it is a prescription medication, it must be labeled with the pharmacy label and include your student's name, the medication, dosage, and instructions for administration.
 - a. The label must match what is on the Medication Authorization Form.
 - b. Students taking a medication both at home and school can request two (2) separate labeled bottles from the pharmacy so you have some at home and at school.
4. School personnel cannot give over-the-counter medications unless the Medication Authorization Form is completed and returned to the nurse. Over the counter medications include Tylenol or Ibuprofen, cough drops, etc.
5. Medications ordered three (3) times a day or less, unless time is specified, may not need to be taken at school.
6. No student is permitted to have a bottle of any medication with their belongings or in their lockers.

*** All medication must be picked up by the last day of the school year or it will be discarded. We cannot store medication at school over the summer.*