



Medication Administration Policies and Procedure

In accordance with Illinois State Law (see legal citation below), St. Thomas the Apostle Catholic School emphasizes that all medication (**PRESCRIPTION AND NON-PRESCRIPTION**) and health care services should be limited to those required during school hours which are necessary to maintain the student in school and those needed in the event of an emergency. When medications and health care services must be given at school, parents are considered responsible for administering such. If it is not possible for the parent to do so, then the student will be supervised in self-administration of such according to the guidelines detailed below. It must be understood that if any medication or health care services are requested without fulfilling the guidelines below, then St. Thomas the Apostle Catholic School cannot carry out such a request until all criteria have been met.

School medications and health care services are administered at St. Thomas the Apostle Catholic School according to the following guidelines:

- Completed Parent Request for Self-Administration of Medication Form, one for each medication.
- Completed Physician Request for Self-Administration of Medication Form, one for each medication. If there are any changes to the administration of the medication after this form is submitted, submit either a new Physician Request Form or a written note from the Physician stating such.
- Medication Drop-off/Pick-up: Medication must be physically brought into/out of the school by parent/guardian, given to an office staff member and signed in/out on the Medication Drop-off/Pick-up Log.
- Prescription medication shall display: Student name, Prescription number, Medication name and Dosage, Administering route or other directions, Date and Refill, Licensed Prescriber's Name, Pharmacy Name/Address/Phone Number and Name or Initials of Pharmacist.
- Non-prescription (over the counter) medication shall be brought in with the manufacturer's original label with the ingredients listed and the child's name affixed to the container.
- Self-administration: Supervising staff will unlock medicine cabinet. Student will select his/her medication container and show the name to the supervising staff. (Supervising staff may need to hand container to student and assist opening.) Student to remove appropriate dose and show supervising staff who will double check dose with that listed on container and on Physician Request for Self-Administration of Medication Form. If correct, student will administer medication. Supervising staff will return container to locked medicine cabinet.
- Annual renewal of authorization of medications and health care services is required.
- All medications must be picked up by the last day of school, unless other plans for pick-up have been made with the School Nurse, or it will be discarded per Illinois Department of Human Services and Illinois State Board of Education.

Legal Citation from The School Code and 23 Illinois Administrative Code

105 ILCS 5/10-22.21b Administration of Medication "Sec. 10-22.21b Administering medication. To provide for the administration of medication to students. It shall be the policy of the State of Illinois that the administration of medication to students during regular school hours and during school-related activities should be discouraged unless absolutely necessary for the critical health and wellbeing of the student. Under no circumstances shall teachers or other non-administrative school employees, except certified school nurses and non-certified registered professional nurses, be required to administer medication to students. This Section shall not prohibit a school district from adopting guidelines for self-administration of medication by students. This Section shall not prohibit any school employee from providing emergency assistance to students."