

# ST. GEORGE'S INDEPENDENT SCHOOL



July 1, 2017

Dear Parents,

At the start of each new school year, it is critical that we obtain current medication information for each student. Enclosed you will find the medication authorization form. This form must be completed if your child is regularly taking prescription medication either at home or at school or if your child will take any over the counter medication during the school day. One form must be completed for each prescription and over the counter medication. It is important that we know what medications each student takes, as this information will assist us in ensuring the safety and wellness of your child.

Prescription medications must be brought to school by the parent/legal guardian in the original labeled container provided by your physician/pharmacist.

For students who may need over the counter medication administered at school, the parent/legal guardian must provide the medication in its original packaging with dosing information and labeled with the student's name.

All medications must be brought to the administrative offices and will be stored in a locked cabinet. No unsupervised self-administering of medication will be permitted. The administrative offices will be responsible for overseeing the administration of medications. Medication requiring special circumstances will be handled accordingly.

Please complete and return the attached forms to the front desk. With your continued cooperation and support, we can better serve your children and uphold their safety while at school. These procedures are also outlined in the Medication Policy section of the handbook, which you will receive in the fall. If you have any questions or concerns, please contact the Campus Director or the Director of Counseling and Learning Services.

Sincerely,

Kathy Knowles  
Director of Counseling and Learning Services



**SCHOOL MEDICATION RECORD: 20\_\_ to 20\_\_**

Student:

Grade:

Medication:

Dosage:

Time:

Begin Date:

End Date:

AUGUST	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	NOTES
SEPTEMBER	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	NOTES
OCTOBER	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	NOTES
NOVEMBER	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	NOTES
DECEMBER	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	NOTES
JANUARY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	NOTES
FEBRUARY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	NOTES
MARCH	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	NOTES
APRIL	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	NOTES
MAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	NOTES

AB: Absent    PN: Parent Notified    MDM: Med does not match    WH: Withheld    D: Dismissed    H: Holiday

St. George's Independent School  
Medication Policies and Procedures

I. Supervision of Medications

A. Forms Required on File

1. If your child is regularly taking prescription medication either at home or school or will need to take over the counter medication at school, it is mandatory that the parent/legal guardian complete the appropriate medical authorization form.
2. No medication will be administered until the appropriate forms have been completed and are on file at school.
3. The school reserves the right not to administer certain medications.

B. Medication Storage

1. Medication shall be securely stored in a locked cabinet in the administrative offices and kept in its original labeled container or packaging.
2. Container and label are not the responsibility of the school, but of the parent/legal guardian, pharmacist or physician.
3. Prescription medication must be provided by the parent/legal guardian in the original container as dispensed by the physician or pharmacist with label including:
  - Student's name
  - Name of medication
  - Dosage and time administered
  - Physician's name and phone number
4. Over the counter medication must be provided by the parent/legal guardian in its original packaging with dosage information and labeled with the student's name.

C. Daily Record – A daily log will be kept of the administered medications for each student. The log will reflect the amount given and the time at which the medication was taken. All actions will be supervised by the designated staff.

D. Medication Transport – All medication must be brought to the school by the parent/legal guardian and must be picked up at the end of the medication period or school year, whichever is earlier.

E. Written Changes in Medical Administration – A Medication Change Request Form can be obtained from the school.

F. New Forms Annually – New Medication Authorization forms must be completed by the parent/guardian each year.

II. School's Purpose

We at St. George's desire to help your child in every way possible. We can best serve your child if we work together as a team. Please sign below to indicate you understand the medication policies. If you have any questions, do not hesitate to call your Campus Director.

III. Verification

I have read the above and understand St. George's Medication Policies and Procedures.

_____ Student's Name	_____ Grade
_____ Parent/Legal Guardian	_____ Date