

Mercyhurst Preparatory School

MEDICATION REGULATIONS

If at all possible, medication should be administered at home. Medications will be administered during school hours only when failure to take such medicine would jeopardize the health of a student and he/she would not be able to attend school if the medicine were not made available. All medications are dispensed by appropriate school personnel. Students are not to have medication with them during school hours with the exception of physician approved inhalers or epinephrine auto-injectors.

In order for school employees to dispense prescription medication, an authorization form must be signed by both parent (guardian) and physician.

All prescription medication must be brought to the school office in a properly labeled current prescription bottle with the student's name, doctor, name of medicine, dosage and time it is to be given. (Your pharmacy can give you a separate bottle for school if you ask). Non-prescription medicine must be brought in the original bottle, with only a limited supply to give in school, accompanied by a note from the parent (guardian).

Each change in medication (dosage, time or kind) throughout the year requires a new authorization form signed by both parent (guardian) and physician. Forms must be renewed annually.

Students will be responsible to report to the school office or nurse's office to receive their medication at the proper time.

REMEMBER: THE SCHOOL MUST HAVE THE FOLLOWING BEFORE ANY MEDICATION CAN BE GIVEN:

- Authorization for medication to be taken during school hours form signed by parent/guardian AND physician
- Medication in a current, properly labeled prescription bottle or original container

IMPORTANT NOTICE ABOUT MEDICATIONS FOR FIELD TRIPS

If your child is going on a field trip, medicine should be administered before the trip, if possible. If it is necessary for him/her to take a daily medication, put the dose clearly marked in an envelope with the child's name, name of medication, and time to be given. Seal the envelope, and make sure the teacher receives it. Also, notify the school office or building nurse so they know not to administer the medication that day. Do not ask the school to take a dose from your child's supply to send on the trip. This constitutes "relabeling medication" and is actually against medical practice regulations. Of course, you may come in and request a return of medication from the school supply at any time. If there are any questions, please call the school office for assistance.