

## DISTRIBUTION OF MEDICINE AT SCHOOL St. Louis School

Note: Students may not carry ANY medication at school.  
A member of the faculty or staff must distribute ALL medications.

**ALL SICK CHILDREN SHOULD BE FEVER-FREE AND SYMPTOM-FREE  
FOR AT LEAST 24 HOURS BEFORE RETURNING TO SCHOOL**

**Prescription drugs and over-the-counter (OTC) medicine should be dispensed by a parent or guardian, whenever possible.**

**\*\*\*OVER-THE-COUNTER (OTC) MEDICINE, SUCH AS TYLENOL, ETC., MAY NOT BE GIVEN AT SCHOOL WITHOUT A PRESCRIPTION.** If a doctor prescribes an OTC medicine that must be taken at school, the following procedure should be followed: 1.) A physician's authorization written on a prescription pad should be obtained. The school will accept no verbal authorizations from either the parent/guardian or physician. 2.) This written authorization should include name of medicine, dosage amount, times to be given and how long this particular medicine is to be given to the student. 3.) The parent should bring the OTC medication to the office in the original, labeled container. The student's name should also be attached to the container.

If your child is given a **PRESCRIPTION MEDICINE** to "take 3 times daily", it should be given **BEFORE** leaving for school, **AFTER** going home and at bedtime. **ONLY** when the medication is required more often or with lunch, should the school be involved with dispensing medicine. **Should medication be required at school, the following will be observed:**

**The Prescription Drug and Medicine Authorization form must be completed before any prescription medication will be dispensed at school.** Parents should turn in properly labeled medication and the completed form below to the school office. All medicine **must** be in a properly labeled medicine bottle showing the child's name, name of medicine, the **correct dosage** and times to be taken. This information must match the medication authorization form below or it will not be given.

**In the case of Ritalin, or same type drug:**

Parents, please send a one-month supply to school. After the one-month supply is taken, the empty bottle will be given to your child to take home for you to refill. If half of a tablet is taken, the tablets must be broken in half by the parent before sending to school. All medicine **must** be in a properly labeled medicine bottle showing the child's name, name of medicine, the **correct dosage** and times to be taken. This information must match the medication authorization form below or it will not be given.

**\*\*ALL MEDICATION WILL BE DISPOSED OF IF IT IS NOT PICKED UP BY THE LAST DAY OF THE SCHOOL YEAR.\*\***

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### PRESCRIPTION DRUG AND MEDICINE AUTHORIZATION

All prescriptions and OTC medications must be in the original, labeled container and will be kept under lock and key. For OTC medication, a physician's authorization written on a prescription pad should accompany this form. The following information must be complete before any medication will be given.

Student's Name \_\_\_\_\_ Grade \_\_\_\_\_

Parent/Guardian \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Name of Medication \_\_\_\_\_

Dosage \_\_\_\_\_ Times to be Given \_\_\_\_\_

How long is this particular medicine is to be given to this student? Dates: \_\_\_\_\_

Prescribing Physician \_\_\_\_\_

I hereby authorize faculty and staff at St. Louis School to dispense the above medication as indicated on this form.

Parent/Guardian Signature: \_\_\_\_\_ Date \_\_\_\_\_