

## Saint Thomas More Medication Policy

The Saint Thomas More Medication Policy is adapted from the East Baton Rouge Parish Medication Policy and is based on Louisiana state laws. Students should NEVER have medications in their possession on the school grounds, except for certain emergency medications with special permission. The school nurse, teachers, and administrative staff have the right to confiscate any medication and contact the parent for appropriate information. If a student is changing households, please DO NOT send medication to school with that student. Please make arrangements outside of school for these medications to be transferred. A parent or guardian may come to school to administer medications if needed during the school day.

Medications that CAN NOT be given at school due to state laws:

1. Antibiotics
2. Short-term medications (to be given for less than 30 days)
3. Over the counter (OTC) medications for non-chronic conditions
4. Narcotic medications

Medications that CAN be given at school with proper paperwork:

1. Behavior modification (ADD/ADHD) medications
2. Severe allergy of insects, foods, etc. (Must have an Allergy Action Plan with picture of student)
3. Anticonvulsant (seizure) medications (Diastat, Dilantin, etc.)
4. Asthma inhalers or nebulizer treatments
5. Diabetic medications and blood sugar testing supplies
6. Prescription or OTC medication for CHRONIC conditions diagnosed by a physician

If a child must take one of the above-mentioned medications at school, a parent must follow these policies:

1. Medicine must be clearly labeled (see # 2, below.) Unlabeled medicine will not be dispensed.
2. A PARENT OR GUARDIAN must bring the medication to school in its original container.
  - **Prescription** labels should have the name of the pharmacy, name of student, name of medication, dosage, and specific time that the medication is to be given at school.
  - **OTC medications** should be labeled with the name of the student and the homeroom. The school nurse will label OTC medications with the dosage, frequency and time to be given.
3. Two medical forms must be complete and accompany the medicine:
  - State of LA Medication Order completed by a physician (must include diagnosis, name of medication, strength of medication, route, frequency, and any specific instructions.)
  - St. Thomas More Parent / Guardian consent form
4. A DOCTOR'S PRESCRIPTION PAD IS NOT ACCEPTABLE. Copies of the accepted form(s) can be obtained in the nurse's office or on the STM school website.
5. Medications may not be sent to and from school on a daily basis. Please obtain a separate prescription to be left at school.
6. No more than 35 tablets for each student can be kept at school. The nurse will notify a parent if the medication is running low and the parent will be responsible for bringing a refill to school. **DO NOT SEND MEDICATIONS TO SCHOOL WITH YOUR CHILD.**
7. Medications that are considered "controlled" substances (stimulants) will be counted by the nurse and the parent and both will sign a form each time the medication is dropped off or picked up at school.
8. To circumvent potential abuse, all medications will be kept under lock and key in a secure location.
9. Parents are to inform their child to report to First Aid at the appropriate time for medication. The nurse will not be held responsible to call students for medication.

**FIELD TRIP MEDICATION POLICY:** Most medications administered at school may be administered by a teacher on a field trip. Teachers may NOT administer certain medications, including insulin or Diastat. A parent / guardian may be asked to attend a field trip if the school nurse deems that it is in the best interest of the student.

Saline nose spray, some topical ointments, and cough drops may be left in the nurse's office if needed. Please call Rochelle Bowman, RN at 272-3072 during school hours with any questions about the medication policy.

Revised 5/14

STM Parent/Student Handbook