

## **HIGH POINT CHRISTIAN ACADEMY MEDICATION ADMINISTRATION PROCEDURE**

- Physician authorization and parent permission is required before school employees can administer any prescription or over-the-counter medication. The Authorization for Medication Form (AMF) or the Over-the-Counter Medication Form (OTC) must be completed prior to administration of medication. These forms are available in the office or on our website.
- Prescription medications must be brought to the school office by the parent or guardian in the pharmacy-labeled bottle with identifying and administration information. Medications should never be sent with students.
- Over-the-counter medications must be received in the original container and will be administered according to the physician's written instructions. The school will provide the medications listed on the OTC form.
- Herbal preparations will not be dispensed.
- Parents are responsible for notifying school personnel about changes in medication.
- Medications will be administered in a central location determined by the school principal. Medications will not be administered in the classroom setting except in individual cases approved by the principal and school nurse.
- Any student wishing to self administer medication must submit a completed Student Agreement for Self-carried Medication (SASM) to the office and demonstrate to the school nurse competence to self administer.
- Parents who need to give their child medication but do not have an AMF or OTC on file, may come to school and administer medication directly to their child.
- Any medication in the possession of a student in which the student does not have an SASM in place will be confiscated by a staff member and turned in to the office. The office will inform the parents of our policy and procedure.