

IMPORTANT NOTICE ABOUT MEDICATIONS AT SCHOOL

St. Paul's Ev. Lutheran School, Onalaska, Wisconsin, has instituted a policy for the administration of medications at school. The purpose of this is to ensure the well-being of the child through the administration of the medication safely and within the limits of the law. In most cases office staff, not nurses, administer the medications and strict adherence to the policy is required. The policy requirements outlined below apply to all medications, including those which are needed only for a short time, such as antibiotics:

Policy Highlights for Administering Medications at School

- 1) **ALL MEDICATION (INCLUDING NON-PRESCRIPTIONS)** must be provided to the school in the original container and the container must be labeled with:
 - a. The name of the medication
 - b. The dosage
 - c. The time it should be taken
 - d. The student's name
 - e. The doctor's name (for prescriptions)

- 2) **A MEDICATION CONSENT FORM**, available online or from the school office, must be signed by the parent/guardian before *any* medication (prescription or non-prescription) may be taken at school.

- 3) **FOR PRESCRIPTION MEDICATION, AN ORDER FOR MEDICATION (SIGNED BY THE DOCTOR)** must be provided to the school *before* the medication may be taken at school. This is required even for short term medications. Ask your doctor for this whenever he/she orders a medication which your child may have to take at school.

- 4) **ANY CHANGES IN MEDICATION (FOR EXAMPLE, THE DOSAGE, THE TIME IT IS TAKEN, ETC.) MUST BE REGISTERED IN WRITING.** If the medication is a prescription, a new Order for Medication must be completed and signed by the doctor. In addition, the medication must be provided to the school in a container which has been properly labeled by the pharmacist so that the information on the label is consistent with the new Order for Medication.

Aspirin or medications containing aspirin should be used with great caution in school-age children because of its association with Reye's syndrome. For this reason, parents are asked to obtain an Order for Medications, signed by a physician, before school staff administers medications containing aspirin.

If your child has asthma and needs an inhaler, please discuss with your physician whether or not the child should carry and self-administer the medication. If he/she should, the physician must indicate this on the order for medication and the form should still be returned to school even though the student will be self-administering the medication.

Please avoid scheduling medications to be taken at school whenever possible. When this is not possible, we are happy to help by administering it at school as long as the policy requirements have been met. If you have any questions, please contact Benjamin Bain, the Principal, at 783.4822 ext 222.

