

Medication Policy for School Day, Field Trips & Retreats

We prefer, whenever possible, medications are given to students at home. However, we realize that some medications will need to be given midday, during extended field trips, Retreats and that Emergency medications need to be on hand at school.

State of Ohio Laws and Policies on Medications at school:

- Each prescription must have a Medication Permit filled out and signed by the student's physician and parent / guardian.
- Over the Counter medication permits only require parent / guardian signature, unless prescribed as part of a treatment.
- All medications need to be brought to the office by an adult.
- Students are not permitted to carry any medications, except emergency medications (see below).
- Medications must be in their original prescription or over the counter container.
- Medications cannot be accepted by the office in a baggie or envelope.
- Medication must be marked clearly with the student's name on it.
- The prescription label must state the same dose, route, time as the Medication Authorization / Permit.
- Prescription medications, considered Controlled Substances, will be counted and documented by the Nurse or Office Personnel while the adult delivering them is present.
- Any and every change in the prescription (that affects dosage or time given at school) requires a new Medication Authorization / Permit to be signed by the physician and parent (except insulin).
- If your student needs medication just once, i.e. for pain or allergies, **do not** send a few tabs to school with a note.
- A parent can call / write a note requesting routine medication be omitted for the day or cancelled.
- A parent cannot call / write a note and change the dose.
- Medications must be picked up by an adult when cancelled or at end of year. Any remaining will be properly disposed of.
- Medication Authorizations are available on the school web site under "Nurse & Health Services", or at school:

<https://www.badinhs.org/studentlife/healthservices.php>

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- **Emergency medications** can be carried by a student, such as Epi-Pen, Inhaler, Dia-Stat and Insulin. The school must be informed of and have a permit, and a Medication Authorization / Permit, signed by the prescribing physician, on file in the school office.
- The School Nurse or appointed Office Personnel will administer medications. Teachers are trained for field trips and Emergency medication administration.

Field Trips / Over Night Field Trip Medication

Please plan ahead for overnight field trips. It is best to get Medication Authorizations / Permits completed early if you know your student may go on an extended Field Trip this year. Medication Permits may need to be submitted to the prescribing physician 2 weeks before the Field Trip in order to be returned to school on time.

- All the above rules are followed for medications to be taken on Field Trips.
- Please only bring in the number of doses needed for the Field Trip – in its original container.

This is according to Ohio State Law, ORC 3313.713, Ohio Nursing Law, and Archdiocese of Cincinnati Policy. Please help us follow the Laws set for your student's and school safety.

Most physician offices do not require an appointment to fill out the Medication Authorization. Permits can be faxed to the Dr or dropped off and pick up later. Please call your child's physician's office to check their policy, they may agree to FAX the signed permits to the school nurse.

If you have questions feel free to call and speak to the School Nurse.

Thank you,

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