

Saint James School MEDICATION POLICY

Pursuant to 20-A.M.R.S. Section 254(5) and promulgated rules

All medication must be accompanied by a parent or doctor note as described below. All medications are stored in the office and must be dropped off and picked up by the parent. Prescription medication: may only be brought in if it needs to be given during a scheduled time during the school day (i.e Lunchtime or 12:00PM). For antibiotics, they can be administered at school if ordered for more than 3 times a day. The first dose should be given at home. Prescriptions MUST be in original pharmacy container and have student name, doctor's name, name of medication, route of administration, dose and times to administer and include any special notes. Parent/guardian must bring it to the office and both the doctor and parent forms must be completed. Short term medications, which are taken for less than 2 weeks still need parent/physician consent form filled out and must be kept in the office.

For Asthma medication or an epi-pen: For asthma, an asthma plan form must be brought in from the doctor. For allergies, if an epi-pen is used, a parent/physician consent form must be completed.

Students may possess and self-administer emergency medication of an inhaled asthma medication or epi-pen if the doctor and parent give written permission, stating that the student has the knowledge and skills to administer said medication and the student must demonstrate this knowledge to school personnel, by example.

All other medications are kept in the office. With the exception of food allergies where an epi-pen is needed. epi-pens are in the office and then brought to the cafeteria for the school lunches and returned to the office when lunches are over. When a field trip is taken, the teacher will take the medication. When any medication is given, it is documented in our student reporting system (currently it is RenWeb). If there is an error in administering medication, parents are notified. If a reaction from medication occurs, staff will call 911 and inform parents/guardians.

For over the counter medications (Ibuprofen, Tylenol, antacid, Lactaid, etc.). These can be given, if needed, but must be supplied by parent in the original container and have parent/physician consent form completed. Parents will be notified before giving Ibuprofen or Tylenol or any over the counter medicine.

Over the counter cold or cough medicines are not to be administered. Cough drops can be given if parent fills out a doctor/parent form to be completed so student can have their own cough drops. Cough drops must be consumed in the office.

Food Allergies: The food service director should be notified by the parent and the parent/physician consent form needs to be completed.

Narcotics are NOT ALLOWED. If student is in pain that requires narcotics, student is to stay home.

Parent/guardians are notified to pick up medications at the end of the school year. Parent/guardians can pick up medications from the office at any time. Any medications not picked up by parent/guardians at the end of school are brought to the Biddeford Police Department or Southern Maine Health Care for disposal using their medication return program .

In the event of a disaster, office personnel will take all medication and if applicable, the food service director will take any epi-pens and follow the safe school procedures.

All unlicensed personnel who administer medication shall receive training before being authorized to do so, in accordance with 20-A M.R.S. Section 254 (5).

Approved 1/15/2019