

Saint Paul School
Hingham, Massachusetts

Medication Policy

Every effort should be made to schedule medications outside of school hours. When this is not possible arrangements must be made with the school nurse. With proper documentation the school nurse may administer medications when she is on duty. When the nurse is not on duty the parent will be required to come into the school and administer the medication.

When medications must be administered in school the following guidelines will be implemented:

1. All medications must be left with the school nurse.
2. All medication is to be distributed by the school nurse with the only exception being the administration of Epinephrine and Benadryl in students with a history of life threatening allergic reactions.
3. All medications must be presented in the original container and labeled with:
 - a. Student's name
 - b. Date
 - c. Drug name
 - d. Dosage
 - e. Time of administration
 - f. Route
 - g. Physician's name and number
 - h. Number of doses
4. All medication shall be locked in the nurse's office after school hours and when no one is present in the main office.
5. A Physician order form and Parent Permission form must be completed for all medications. In addition the parent must provide written permission for the school nurse to contact the physician with questions.
6. A daily log for each student on medication including over the counter medication is to be kept. It shall include:
 - a. Name of medication
 - b. Date and time of administration
 - c. Dosage
 - d. Route
 - e. Signature of person giving medications