

Feb 2018

Heritage Christian School has trained personnel to care for each student's medical and medication needs. All medications (including over the counter medications such as tylenol, vitamins, etc) must have a physician's written order as well as a parent's written permission. All medications require A **Request for Medication Form** to be on file in the health office.

In order for a staff member to administer medication(s) to your child during the school hours, the enclosed form must be completed and on file for your child in our health office and you must provide the medication to the Health Office. Please have your child's physician complete one form for each medication to be administered. This form must be filled out **each** school year, and the medication provided **must not expire** during the school year.

All medication brought to school must be in the original box or container. Prescriptions must be pharmacy labeled. The following information must be on the medication container: Student's full name, physician's name and phone number, name of medication, dosage, schedule, dose form, and date of expiration of the prescription. Pharmaceuticals will be kept in a locked cabinet.

Parents, or a designated adult, must deliver any medication to be given at school as a signature is required upon delivery of the medication. No medications should be brought to school by students or put in a student's lunch box, locker, backpack, or athletic bag. If it is not possible for an adult to deliver the medication, please contact the school office to discuss delivery of the medication

The Health Office is open from 8:00am-4:00pm **ONLY** when school is in session. However, in an effort to improve the safety of those students who need access to their rescue medications (such as epi pens, insulin, or asthma inhalers), if a student is in crisis after 4pm, they should go to the after-school care supervisor in room 108. Arrangements will be made to gain access to the rescue medications in the Health office.

Lastly, if you would like your student to carry his/her own **rescue** medications (inhalers, Epi Pen, Benadryl, and diabetic medications), additional forms are available for this purpose. These forms are also turned in and kept on file in the Health Office. You can find these forms on the website. Click on ABOUT, then FORMS, and the forms are located under HEALTH. The primary medication will be kept in the Health Office and this second medication can be carried by the student for the purpose of after school and athletics.