



Medication Administration during school hours

The parent has the primary responsibility for administering medications to their student. Joliet Catholic Academy (JCA) recognizes there are medical conditions requiring medication administration during school hours. The administration of medication to a JCA student during school hours is subject to the guidelines established by the State of Illinois and the Illinois School Board of Education.

No student shall possess or consume any prescription or non-prescriptive medication (also known as over the counter OTC) unless the completed **Medication Administration Authorization (MAA)** form is on file in the nurse's office. The form must be signed by the parent and completed by a physician (or designee – PA or NP) **prior** to administration of any medication. The nurse will review the written medication authorization and may consult with the parent, the prescribing physician and or the pharmacist for additional information necessary for safe medication administration. The nurse and school administrator retain the discretion to deny a request for medication administration. To assist with safe monitoring of side effects and/or intended effects of medication the faculty and the staff/faculty may need to be informed of the medication authorization.

Due to the effects of narcotic medications and for the safety of students, those students requiring narcotic medications during school hours are strongly encouraged to remain at home.

When a physician has determined that medication is necessary to be administered during school hours the following procedure will be followed:

- All prescription and nonprescription medications administered during school hours require the completion of the Medication Administration Authorization form by the ordering physician and the parent/guardian.
- Prescription medication is to be delivered to school in the original labeled container as dispensed by the pharmacy or the manufacturer. The pharmacy container must state the student's name, the name of the medication, the dosage directions for use, the name of the ordering physician, the dispensing pharmacy and the date dispensed.
- Nonprescriptive over the counter (OTC) medication must be in the original manufactured labeled container with dosage direction for use visible and the student's name on the container.
- All medication must be delivered to the Dean's office or the Health office as soon as the student enters the building and prior to class.
- Students are not allowed to possess or have in their lockers any prescriptive or nonprescriptive medications except for emergency medications (rescue inhalers, epinephrine auto-injectors and diabetic medications/supplies).
- Emergency medications (asthma rescue inhalers, epinephrine auto injectors and insulin/diabetic supplies) can be self-carried and self-administrated when authorized by the prescribing provider on a completed Medication Administration Authorization form that is on file in the Health Office. It is recommended that students who are required to carry medications keep extra medication and supplies in the Health Office.

Medication Administration Authorization forms **must be renewed annually** at the beginning of each school year and with any medication or dosage change. It is the responsibility of the parent/guardian to inform the Health Office and obtain a new Medication Administration Authorization with any medication or dosage change.

All medications must be picked up in the Health office at the end of the school year or they will be discarded in accordance with the State of Illinois regulations.