



Dear Parents/guardians,

In accordance with the State of Illinois and the Illinois State Board of Education requirements, Joliet Catholic Academy has updated the Medication Administration policy that will go into effect with the 2018-2019 school year. It is important that you and your student(s) review the policy as there are changes and action needed prior to the start of school if medication is to be taken during school hours. The new Medication Administration Authorization (MAA) form is required prior to **any** medication administration. **Telephone consent will not be accepted.** Medication Administration Authorization is required for any prescription and non-prescription (OTC medication), including cough drops, eye drops, wound wash, Tums, antibiotic ointment, etc.

Important highlights to note:

- 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** form is on file in the nurse's office. **This form requires the health care providers and parents dated signature prior administration of any medication.**
- Medications, both prescription or non-prescriptive, will be kept in the Health Office, except for emergency self-carried medications (rescue inhalers, epinephrine auto-injectors and insulin/diabetic supplies).
- Students shall not keep medications on their person, in their locker or in their backpack.
- Students are to supply their medications needed. 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. 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. You can request your pharmacy split the prescription into two bottles – one for home and one for school.
- 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. Health Office hours are 8 am - 2:30 pm, Monday, Tuesday, Wednesday, Friday and Thursday's until 1:40pm.
- Emergency medications (rescue inhalers, epinephrine auto-injectors and insulin/diabetic supplies) to be self-carried and self-administered require a completed Medication Administration Authorization form.
- Medication Administration Authorization forms must be renewed annually at the start of each school year and whenever there is a medication or dosage change. It is the responsibility of the parent/guardian to obtain a new Medication Administration Authorization indicating any changes.
- The Medication Administration Authorization (MAA) form is available on the school web site and from the Health Office. For your convenience, an *As Needed Medication Administration Authorization* form is also available.
- 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.
- Every medication requires a Medication Administration Authorization.

It is recommended that you contact your provider at your earliest availability to obtain any Medication Administration Authorization needed for the upcoming school year as physician offices are very busy during the summer months.

Please feel free to contact the Health Office with any questions or concerns regarding your student's health and wellbeing.

*Thank you for your prompt attention with this matter,
J. Batusich, R.N.*

Health Office Hours

Monday, Tuesday, Wednesday, Friday 8:00am-2:30pm Thursday 8:00am -1:40pm

During school breaks voicemails and emails are checked weekly.