

St. Philip's School/Bemidji Area Schools

MEDICATION POLICY

Dear Parent/Guardian:

If your child needs to take medication during school hours, our school districts require the following:

1. **Parents must bring all medications to the health office in person.** Please do not send medications with your child. (see #5).
2. **A written order from a licensed prescriber is required for prescription medications.** It should include the following:
 - a. Student name
 - b. Name and dosage of medication
 - c. Time to be given
 - d. How long medication needs to be given
3. **A medication administration form signed by parent/guardian must be on file in the school office.** This is required for both prescription and non-prescription medications. The form is available in the school office.
4. All medications must be brought to school in a pharmacy-labeled container (**original bottle**). School personnel will refuse to administer any medication brought to school in odd bottles, plastic baggies, envelopes, foil, etc.
5. Parent of students who will be carrying Epi-pens or inhalers with them at all times must provide the health office with a prescription or note from the licensed prescriber (#2) and a signed medication administration form (#3).

We no longer have a fax machine. Clinics or hospitals may scan and email prescriptions to school@stphilipsbemidji.org.

Thank you for your cooperation in helping us to provide safe medication administration for your child. Please direct questions to Kerry, St. Philip's school nurse, at 444-4938.