



# St. Gregory the Great Academy

*A Ministry of the Church of St. Gregory the Great*

Office of the Nurse

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## Medication Policy

as stated in the Family Handbook

You are asked to follow the procedures listed regarding medications:

1. The administration of medication in the Academy should be avoided wherever possible.
2. If medication must be given during school hours, there must be written permission from the parent AND a medication form completed by the doctor for all medications, even over-the-counter medications.
3. Children are NOT permitted to carry any medication in school, with the exception of EPI-PENS.
4. All medication must be kept in a locked facility in the nurse's office and the academy nurse will administer it provided there are written directions from the parent and doctor.
5. All medication (even over the counter medicines) must be kept in the original container and labeled with the child's name and proper dosage.
6. Medications must be administered by the Academy nurse or by the parent. Children are NOT permitted to take medication themselves.

Medications will not be administered unless these procedures are followed.

The academy keeps emergency files on each student. The parents should list on the forms provided, the name and telephone number of a responsible adult to be called in their absence. It is extremely important that this information be kept current.