

DIOCESE OF MONTEREY  
EDUCATION AND WELFARE CORPORATION  
POLICY ON ADMINISTRATION OF MEDICATION

It is the policy of the Diocese of Monterey Education and Welfare Corporation to provide a mechanism by which school-aged children may receive medication during the time that the school is responsible for the child. This would include the school day as well as school-sponsored field trips and after school activities such as sporting events. However, whenever possible, parents and physicians should make every effort to schedule medicine doses outside of the school day.

I. General Policies

A. For Grades Preschool through Eight

In general, all medication must be stored in the school office and administered only under a physician's orders with a signed authorization from the parent or guardian. Students are not permitted to have medication in their possession at school. For prescription medication, there is only a very limited exception in the case of medical necessity where the child's physician orders that the student carry the medication on his or her person (e.g. asthma or allergies). For over-the-counter medication, a physician's order will not be required. However, the medication must be stored in the school office and the parent must sign an authorization for the child to receive the medication.

Parents must understand that none of the Catholic Schools has a nurse on duty and that the medication will be administered by non-medically trained school personnel. The Diocese of Monterey encourages parents to come to the school to administer medications if necessary during the school day.

For prescription medication, the physician must specify the medication, dosage, method of administration and schedule for any medication to be administered to a student. Whenever the medication, dosage or dosing schedule changes, the school will require a new order from the physician and an authorization signed by the parent or guardian. In any event, the physician's order and parent's authorization must be renewed annually. The schools will not accept the directions on the medication container label as a substitute for the physician's order.

1. General Procedure

- i. Medication must be brought to the school by the parent or guardian.
- ii. Medication must be brought to the school in its original container. If it is prescription medication, it must be in the

- container labeled by a licensed pharmacist. If it is over-the-counter medication, it must be in its original packaging.
- iii. All medication must be kept in the office and the student must go to the office for the administration of prescription or over the counter medication. The only exception to this rule is if the physician orders that because of medical necessity, the student must have the medication on his or her person.
  - iv. A new form must be signed whenever the medication, dosage, dosing schedule or method of administration changes. The school will not accept the container label as a substitute.
  - v. The parent must pick up any unused medication at the end of the school year or when the physician's order expires.

## 2. Procedure for Medications Requiring an Injection

- i. In general, school staff will not administer medications that require an injection such as insulin. Students must self-administer this medication or parents must come to the school to administer the insulin to the student.
- ii. If the student is trained in testing his or her blood or injecting him or herself with insulin, the student may do so in accordance with the physician's orders. However, unless it is a medical emergency, the student must come to the school office to self-administer the medication.
- iii. If the student has a medical condition that requires that he or she carry epinephrine in the form of an Epipen, such as for food allergies, school personnel may use the student's Epipen in the case of a medical emergency.

### B. For High School Students

In general, parents and students in this age group are more responsible for the administration of medication than in the lower grades. However, there are a few considerations as follows:

- 1. Prescription medication:
  - a. The child's physician must specify the medication, dosage, method of administration and schedule for any medication to be administered to a student or self-administered by the student. Whenever the medication, dosage or dosing schedule changes, the school will require a new order from the physician and an authorization signed by the parent or guardian.
  - b. The parent must sign an authorization allowing the student to self-administer the medication.
  - c. The schools will not accept the directions on the medication container label as a substitute for the physician's order.

- d. The parent may authorize the student to carry one day's dosage of the medication on his or her person.
  - d. Injected medication: Please see the procedure above for preschool through eighth grade students.
2. For over-the-counter medication: Please see the procedure above for preschool through eighth grade students.
3. Each student's parent must sign an authorization allowing his or her child to self-administer medication and to carry it on his or her person.
4. If the parent does not provide the authorization mentioned in (2) above, the school must follow the procedures for preschool through eighth grade students discussed above.

### Medical Emergencies

In the event of a medical emergency call 9-1-1 as soon as possible. If possible, use a regular telephone rather than a cellular telephone.