

## Immaculate Heart of Mary School POLICY FOR THE ADMINISTRATION OF MEDICATION

In order to insure your child's safety and to protect your child's well-being, IHM School Clinic staff adheres to the following policy for the administration of medication. It is **required** that BOTH parent and physician signatures are on the "Medication Administration Record (MAR)" before any prescription OR over-the-counter (OTC) medication, such as *Ibuprofen* or *Acetaminophen* is administered.

**Without parent written permission and the written permission of a physician, medication will not be given to a student. Permission forms can be obtained by contacting the IHM School Clinic.**

### Requirements for Administration of ANY Medication at IHM School

- The completed and signed "Medication Administration Record (MAR)" must be submitted to the IHM Clinic.\* This form must include the name of the medication, dosage, method of administration, and time interval between dosages. **This form must be signed by both prescriber and parent/guardian.** This requirement applies to any and all over-the-counter medications.

**\* If necessary, this form can be faxed to IHM Church Rectory at 330.929.8496  
Attention: Julie Bowling**

The school office does not have a fax machine

- The medication must be in its original container and, if over-the-counter, must be new with an unbroken seal. Medication must have a **fixed label** indicating the student's name, the name of the medication, dosage amount, method of administration, and time interval between dosages.
- The medication and "Medical Administration Record (MAR)" must be brought to the IHM Clinic by parent/guardian. They may not be delivered by a student.
- New medication forms must be submitted at the beginning of each school year as such orders are only effective until the end of the current school year. New medication forms are also required for any change in medication orders.
- At the end of the school year, it is required that medication be picked up from the IHM Clinic by parent/guardian. Medications not picked up will be properly disposed of by the Clinic.
- If the student is no longer to receive the medication at school, please indicate the change in writing as soon as possible and include the physician's order to discontinue the medication. Medications not retrieved by parent/guardian within 30 days will be properly disposed of by the Clinic.

**Please contact the School Principal or the Clinic staff if you have any questions or concerns.**