



Cornerstone Christian Academy Medication Procedures

1. Medication should be taken at home whenever possible so that the student will not lose valuable classroom time or have a shortened lunch period. Any medication taken at school must have a parent or guardian signed authorization; prescription medications also require physician authorization. Over the counter medications do not require physician authorization. Medication must be stored in the Nurse's Office during the day. **The parent or guardian must transport all medications to and from the school office, or notify the school office prior to the beginning of the school day that it has been sent in with their student.**
2. All prescription medications must be in their original containers and labeled by a physician or pharmacist. All over the counter medications must be in the original container with the name of the medication and indications for use clearly visible.
3. A physician may use a prescription pad or office stationary in lieu of completing the Prescription Medication Administration Authorization form. All prescription authorizations must include:
 - Name of Student
 - Date of Birth
 - Reason for Medication or Diagnosis
 - Name of Medicine to be taken at school
 - Dosage to be taken
 - Time interval or frequency dosage is to be administered
 - If medication is to be on an as-needed basis, specify the conditions or symptoms when medication should be administered
 - Duration of medication (start and stop dates)
 - Physician's Signature and Date
4. **The first dose of any medication must be given at home.** Parents must sign and indicate that they have indeed administered the first dose at home and are familiar with possible side effects.
5. The parents are responsible for submitting a new Medication Administration Authorization form any time there is a change in the dosage or the time a medication is to be given.
6. Medication that is kept at school will be stored in a locked location accessible only to school personnel.
7. Within one week after expiration of the effective date on the physician order, or on the last day of school, the parent or guardian must personally collect any unused portion of the child's medication. Medications not claimed within that time will be destroyed.
8. The student is to report to the Nurse's Office at the prescribed time to receive medication. Parents should develop a plan with their student to ensure that the student goes to the Nurse's Office at the appropriate time.
9. Cornerstone Christian Academy does not assume responsibility for any authorized medication taken independently by the student.
10. In no case may any school personnel administer any medication outside the framework of the procedures outlined here.