

**SCHOOL HEALTH SERVICES  
HOLY ANGELS SCHOOL  
WEST AURORA SCHOOL DISTRICT 129**

**MEDICATION ADMINISTRATION AT SCHOOL**

When a student requires medication, the primary responsibility for administering the medication rests with the parent.

- However, the District recognizes that some short and long-term medical conditions require medication(s) prescribed at intervals which may include school hours.
  - When your physician has determined that administration of medication during school hours is necessary, the following procedure **must be followed:**
1. The physician's order must be on file. This can be obtained at the time the medication is prescribed or the order can be faxed to our school at 630-897-8233. This order is required for **both prescription and non-prescription medications.**
  2. A note confirming parent/guardian permission to administer medication must be on file or parent/guardian signature on physician's order will suffice.
  3. The medication must be supplied by the parent/guardian.
    - The medication must be in its original container.
    - If it is a prescription medication the order on the container must exactly coincide with the order as written by the physician.

***OTHER VITAL INFORMATION***

1. The medication order has to be completed **annually** or whenever a medication or medication dosage has **changed.**
2. If a medication is discontinued, a parent/guardian is requested to pick up the remaining medication or to authorize the school nurse to dispose of it.
3. Medication will be administered under the direction of the nurse serving your student's school. Please relate questions about medication to this nurse.