



St. John's Classical Academy

Prescription Medication Guidelines

- Parents/Guardians are encouraged to administer medications at home prior to or after school hours. SJCA does not keep stock oral medicine in the health clinic.
- To help ensure the health and safety of your scholar, St. Johns Classical Academy personnel are not permitted to dispense medication to a scholar without prior written authorization from a parent/guardian. Parent/guardians are required to complete a "Parental Authorization for Administration of Medication" (PAAM) form for all prescription medications. Without the required authorization paperwork, the scholar will not be given medication during school hours.
- All prescribed medications must be received in the original unopened container with current Rx label including **scholar's name, dosage, frequency of administration, physician's name, and expiration date** of medication.
- **All medication** must be delivered to school by a **parent/guardian, not by the scholar**, in the original container.
- Parents/guardians may not change the dose or time of administration of any prescription medication. A physician's written order or new prescription bottle reflecting the change is required.
- Before leaving medications at school, all medications must be counted, verified and documented by the parent/guardian and a clinic staff member (not the front desk).
- Each scholar (including siblings) receiving medication should have their own supply of medication, a separate PAAM, and is valid for the current school year in which it is completed.
- Medications **will not be** transported / accepted between home and school on a daily basis. Separate containers should be kept at home and at school.
- No medications containing Aspirin will be accepted without a physician's written order, due to the association with Reye Syndrome.
- Only FDA approved medicines will be accepted. No vitamins, nutritional supplements, etc.
- No more than a month's supply (30-day supply) of controlled medication should be brought to school by a parent/guardian.
- AT the end of the school year, parent/guardian will pick up any unused medication by the last day of school; otherwise, the school will dispose of the medication. Expired medication should be picked up within two (2) weeks of expiration date or it will be discarded.

Thank You for your cooperation,

Clinic Staff