



St. John's Classical Academy

Over-The-Counter 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 room/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 over-the-counter (OTC) medication. Without the required authorization paperwork, the scholar will not be given medication during school hours. Cough Drops, Tums, and Midol are all considered medications.
- OTC medication is intended to be given on an as needed basis (PRN). Therefore, OTC medications will only be given consecutively for seven days, after which a doctor's order will be required to continue to administer.
- **All medication** must be delivered to school by a **parent/guardian, not by the scholar**, in the original container, be age appropriate, unopened, unexpired, and be labeled with the scholar's name.
- OTC Medication **will be given per label** and cannot exceed the dose specified on the packaging label. Please check before bringing it to school; know the side effects.
- OTC medications for headaches must be FDA approved for such and need to have the PAAM filled out by a parent/guardian, the medication and form should be presented to the school nurse, she will make a copy of the form for the scholar to carry with the medication. Elementary and Middle School scholar's medication will be kept in the health room clinic.
- 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.
- **ChapStick / Sunscreen** may be carried with no PAAM.
- No medication 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.
- 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