

August, 2016

Dear Parents,

Effective with the start of the 2003-2004 school year, Lake Michigan Catholic Elementary School put into effect a new policy regarding administering medications in school. This policy is in accordance with the Diocese of Kalamazoo's Policy and Guidelines for Administering Medications to Pupils in Diocesan Schools.

The administration of student medications, either prescription or non-prescription during school hours, is strongly discouraged. Lake Michigan Catholic Elementary staff will no longer dispense any over the counter medication (examples - Tylenol, Ibuprofen, cough syrup, cough drops, Tums, eye drops, creams or ointments such as Benadryl, Neosporin, etc.). If your child comes to the office complaining of a headache, sore throat, itching due to a rash, etc., you will be contacted by a staff member and asked how you want to handle the situation. It may be necessary for you to come to school to administer an over the counter product but no LMCE staff member will be able to do so.

LMCE will dispense medications deemed medically necessary by a physician for chronic conditions (examples – students who take medications such as Ritalin, students who use inhalers for asthma or breathing conditions, etc.). In any case where a chronic condition exists and students will need to receive their medication at school, an Authorization for Administration of Medication by School Personnel form (attached) will need to be completed by the physician and the parents. The parent will bring this form along with the properly labeled medication (must be in the original container with complete label from the pharmacy) to the school office. Students may not bring their medication to school. It must be brought to school by the parent. A completed form is required for each medication. A new form is required for any medication change, dose change, time change and for each school year. It is the responsibility of the student to report to the office for his/her medication.

Inhalers (in the original box) and EpiPens (for those who have severe allergies to bee stings, food allergies, etc. and could be in a life-threatening situation because of the allergy – also in original container) must have a complete pharmacy label attached and will be kept in the school office. It is your responsibility as a parent to notify your child's teacher if he/she has any types of allergies that may require the use of an EpiPen. In the case of inhalers, your physician should note on the above mentioned form if the medication can be self-administered by the student.

As stated above, dispensing any medication at school is strongly discouraged. Parents are urged to talk with their physician about time release medications when any prescriptions are necessary. If time release can be prescribed, it will negate any need for medications to be given at school.

It is the intent of this policy to make our school safe for medication administration. We thank you in advance for your cooperation in carrying out this policy.

Thank you.

Sincerely,

Jody G. Maher, Principal