



Medication Administration

OVER-THE-COUNTER MEDICATIONS

Christian Academy Health Room staff can provide and administer certain over-the-counter medications if parents give permission by completing the Student Medical Information form in FACTS Family Portal.

Medications provided by the health room include the following:

- Acetaminophen
- Ibuprofen
- Benadryl
- Tums
- Sudafed
- Zyrtec
- Claritin
- Hydrocortisone cream
- Allergy eye drops

If your child requires additional medications not included in this list, please follow the guidelines below so that the health room can accommodate this need.

MEDICATION ADMINISTRATION GUIDELINES

- A [Medication Administration Release Form](#) must be completed and signed (the signature is located on the back of the page) for any medication not approved in FACTS Family Portal. This only needs to be done once per school year, unless the drug or dosage is being changed.
- All prescription medications must be in their original packaging and accompanied by the prescription.
- All medications must be dropped off at the welcome desk by a **parent or guardian**.
- Please label the medication being dropped off with your student's name, the name of the medication, and the quantity.
- Expired medications will not be accepted. Please verify this before bringing in medications.
- Medications that do not meet the guidelines and criteria outlined here **WILL NOT BE ACCEPTED**.

DAILY PRESCRIPTION MEDICATION TO BE ADMINISTERED IN THE HEALTH ROOM

- Please follow ALL medication administration guidelines above.
- Daily medication can be given to students in grades K-12.
- Medication can be administered from 8:30 a.m. to 2:30 p.m. ** Nurses will determine if exceptions can be made**
- Please email the health room at calnurse@caschools.us before dropping off medication at the welcome desk. Include the name and number of pills being dropped off.
- If possible, the nurse will send an email when the number of pills in the health room becomes low, but ultimately, parents are expected to manage their child's medication supply.
- If your child requires something to take their medication with, other than water or applesauce, please send it in with the student.

EMERGENCY MEDICATIONS (EPI PENS, INHALERS, ANTI-SEIZURE MEDICATIONS)

- Please follow ALL medication administration guidelines above.
- Please provide the school nurse with as much information as possible regarding your child's emergency medication.
- ONLY 6th - 12th grade students are allowed to self-carry inhalers and EpiPens. **K - 5th grade students are not allowed to keep inhalers or any type of medication in their backpacks.** All K - 5th grade medications must be stored in the health room. Extenuating circumstances will be evaluated and approved ONLY if deemed necessary by the administration.