

**PARENT GUARDIAN: READ ALL BELOW AS YOU WILL BE SIGNING YOUR
AUTHORIZATION OF ACCEPTANCE AND COMPLIANCE WITH ALL
INCLUDED IN THIS DOCUMENT**

**OFFICE OF CATHOLIC SCHOOLS
SCHOOL MEDICATIONS PROCEDURES**

Parents/Guardians have the primary responsibility for the administration of medication to their children. The administration of medication to students during regular school hours and during school related activities is discouraged unless necessary for the critical health and well-being of the student. Teachers, administrator and administrative staff shall not administer medication to students except as provided in the School Medication Procedures established for the administration of medication.

1. **Administration.** No school personnel shall administer any prescription or non-prescription medicine unless the School has the student's current and complete **Medication Authorization Form** approved and signed by the School Principal.

A. **Medication Authorization Form** is distributed for each student at the beginning of each school year or enrollment of a new student during the year. A copy of the **Medication Authorization Form** is attached. **Medication Authorization Forms** are available in the school office.

The School retains the right to deny request to administer medication to the students provided that such denial is indicated on the Medication Authorization Form. If the School denies a request and authorization for the administration of medication, parents/guardians must make other arrangements for the administration of medication to students, such as arranging for medication to be administered before or after school or having the parent/guardian or designee of the parent/guardian administer the medication in school.

2. **Self-Administration.** A student may self-administer medication at school if so ordered by his or her licensed prescriber per the student's current and completed **Medication Authorization Form**. Students who suffer from asthma, allergies, or other conditions that require the immediate use of medication shall be permitted to carry such medication and to self-administer such medication without supervision by school personnel only if the School has on file for the student a current and completed **Medication Authorization Form**. Otherwise, such medication must be stored in a locked cabinet under the control of the School and the self-administration of medication shall be under the supervision of the School.

3. **Appropriate Containers.** It is the responsibility of the parent/guardian to provide the School with all medication in appropriate containers that are:

- a. Prescription-labeled by a pharmacy or licensed prescriber (displaying Rx number, student name, medication, dosage, direction for administration, date and refill schedule, pharmacy label, and name/initials of pharmacist) or
- b. Manufacturer-labeled for non-prescription over-the-counter medication.

4. **Storage of Medication.** Medication received by the School in accordance with a completed Medication Authorization Form and in an appropriate container shall be stored in a locked cabinet. Access to the locked cabinet shall be limited to the School Principal, his/her designees, and the school nurse (if applicable)

Medication requiring refrigeration shall be stored in a refrigerator that cannot be accessed by students and shall be kept separate from food items.

At the end of the school year, or the end of the treatment regime, the student's parent/guardian will be responsible for removing any unused medication from the school. If the parent/guardian does not pick up the medication by the end of the school year, the school will appropriately discard the medication.

STUDENT REQUEST FOR LOAN OF TEXTBOOKS

In 1975 The General Assembly of the State of Illinois passed Public Act 79-961; Illinois Secular Textbook Loan Program. The State Superintendent has requested that schools submit requests for grade levels, K-12. Textbook request forms must be accompanied by Parent Consent Forms.

PARENT/STUDENT HANDBOOK

A copy of the Parent-Student Handbook for St. Walter-St. Benedict School will be available to view on the school's website at www.stwstb.org. In order to better understand the philosophy and requirements of St. Walter-St. Benedict School it is suggested that you thoroughly read this booklet. Parents must sign the authorization form consenting to abide by the rules, regulations, policies and procedures of St. Walter-St. Benedict School.

PERMISSION FOR PHOTOGRAPHS AND VIDEOTAPING

Archdiocese of Chicago/STWSTB Release for Parent/Guardian

In consideration of the good will received, and other good and valuable consideration, receipt of which is hereby acknowledged, I give the Archdiocese of Chicago and St. Walter-St. Benedict School (STWSTB) the absolute right to use and/or copyright and/or publish in any medium for advertising and/or promotion of the Archdiocese of Chicago/STWSTB, without limitation, my name my child's/children's name and/or photographs made of me or my child/children, whether such photographs be retouched or otherwise changed in character or form, and/or any other information about our relationship with the Archdiocese/STWSTB. I understand that I have no right to inspect and/or approve the advertising in which my child's/children's name, photograph and /or other information about our relationship with the Archdiocese/STWSTB is used. I also understand that I or my child/children have a right to maintain any cause of action against the Archdiocese of Chicago/STWSTB for anything done pursuant to the terms of this Release, or against anyone else acting by the virtue of the terms of this Release.

SCHOOL DISTRICT INFORMATION

If my child/children were not attending St. Walter- Benedict School, my child/children would attend a school within the following district_____. On the authorization sheet you will provide both the district and the name and grade of your child/children.