



Family Christian Academy

A Ministry of Family Worship Center

8919 World Ministry Ave., Baton Rouge, LA 70810

Phone: 1- (225) – 768-3026 or 1- (225) – 768-3027

MEDICATION POLICY

As a general principle, “medication should not be administered at school”. When medication is needed, our staff will work with you and your physician to meet your child’s need. Below you will find a list of guidelines to follow for medication brought to school.

*Children are not allowed to have medication in their possession on the school grounds at anytime. If your child has any medicine on him/her our teachers and staff reserve the right to take it and notify you immediately. This is true for both prescription and non-prescription medicines.

*If a prescription medication is required, the parent/**guardian must bring the original prescription bottle to the school office.** It must be labeled clearly with student’s name, medication name, and dosage. No medication will be given to a student if unlabeled and sent to the office in any other container (i.e.: envelope or Ziploc bag) or by student. We suggest that you ask your pharmacy to give you an additional labeled bottle so you can divide the medication between home and school. Most pharmacies are accustomed to doing this for school administration. A doctor’s note should also accompany the medication. He will provide it to you if you tell him the school requires it.

*A medication request form must also be filled out by the parent/guardian. You may get these in the school office when dropping off medicine to our staff. We will be unable to accept these forms via fax due to the need to verify the parent’s signature on all forms. This is for your child’s safety as well as the schools. There should also be a separate request form for each child receiving medication within the same family. Please bring with you the required information:

- * **Name and dosage of medication**
- * **Time to be administered**
- * **Duration medicine will be given (if determined)**

*If a non-prescription medication is required, the bottle in which the medication is sold must be clearly labeled with child’s name and brought to the school office by the parent/guardian. A medication request form must be filled out for the student’s file. Without a correctly labeled container and medication request form no medication will be administered to the student. A handwritten note from the parents/guardian does not qualify as a medication request form.

*At the beginning of the year and anytime there is a change in medication, a new medication request form and physician form must be provided to the school. A new prescription bottle with the new dosage should also be provided.

*When a student runs out of medication the empty bottle will be sent home with student and, if necessary, refilled and returned to the school office by the parent/guardian.