

# COLUMBUS ARTS & TECHNOLOGY ACADEMY

## Parent / Guardian Information

### MEDICATION POLICY

Many students are able to attend school regularly only through the effective use of medication in the treatment of disabilities or illnesses. When possible, administration of medication at home is strongly encouraged. When a student is required to take medication at school because no other alternative is available, the following strict guidelines based on the Ohio Revised Code and the CATA school policy will be followed. Parents must supply all medication, creams, patches, cough drops, and eye drops.

**Before** a student may be given medication at school, the following must be received:

- 1) The school's General Medication Form or the Non-Prescription Medication Form for each medication. The forms must be:
  - ✓ Completed and signed by physician / licensed prescriber
  - ✓ Signed by parent or guardian
  - ✓ A new form must be completed with any change in medication, dosage, or time of administration
  - ✓ Notes from parents / guardians will not be accepted in lieu of the physician / licensed prescriber's completed form.
  - ✓ New request forms will be submitted each school year and may be obtained in the school office. Completed forms can be **faxed to CATA at 614.866.0300**
  - ✓ Parent / guardian or the other responsible adult must deliver replacement medication to the school office. Medication will not be accepted from students.
  
- 2) Medication must be received in the following manner:
  - ✓ Prescription medications are to be in a current prescription bottle labeled by the pharmacist. The pharmacist will provide a bottle for school upon parent request. Medication sent in any other bottle will not be accepted.
  - ✓ If a pill must be cut in half (1/2), it must be cut prior to delivering to school.
  - ✓ Over-the-counter medication must be in an original medication bottle, clearly marked with the student's name.

**No medication will be administered to a student until all the above requirements are in place.**

Empty medication bottles will be sent home with the student, and parents will be called, and notification given of need for more medication.

If the student is taken off the medication or will no longer receive it at school, parents / guardians must put in a written dated request, along with a physician's signed note to discontinue the medication, as soon as possible.

All students are responsible for coming to the school office at the time the medication is to be administered.

At the end of the school year or when the medication is discontinued, the parent / guardian may pick up remaining medication. Medication that is not picked up by the last day of school for the school year, or the medication expiration date, which ever comes first, will be discarded.

Thank you for your assistance as we work to allow all children to learn in a safe and healthy environment. Please contact the **CATA Principal or Clinic Nurse at 614.577.0900**, if you have any questions. Thank you for your cooperation.