



Having Medication at Trinity Lutheran School

Self Administering Only (unless in the case of emergency)

This includes prescription and over the counter medication.

If your child needs medication during school hours (headaches, asthma, allergies, etc.) please complete the following steps:

Prescription Medicine

1. The medicine must be brought to the school office by a parent or guardian.
2. **A Physician/Parental Authorization for School Medicine Self-Administration form needs to be completed (both sides).**
3. Medication must be in the original labeled prescription bottle and appropriately labeled by the pharmacist.
4. Medication must be clearly marked with the child's name, prescription number, and description of medication and dose (matching the form that was signed by the doctor).

Over the Counter Medicine

1. The medicine must be brought to the school office by a parent or guardian.
2. **A Physician/Parental Authorization for School Medicine Self-Administration form needs to be completed (both sides).**
3. Medication must be new, in the original packaging and sealed.
4. Medication must match the form signed by the doctor (name brand, dosage, etc.).
5. Medication must be clearly marked with the child's name/grade.

School personnel are not allowed to dispense any medication. Parents may choose to come in and administer the medicine personally. All medication must be kept in the school office or in a clearly marked cabinet in the classroom. Trinity will permit students to self-carry and self-administer medications for severe allergic reactions, acute asthma episodes, and diabetes. However, in all other circumstances, schools are not required to permit students to self-carry and self-administer other medications.

Trinity personnel is permitted to administer emergency assistance to students. All staff members should be able to identify common emergencies to notify emergency services.

**FORMS FOR SELF ADMINISTRATION OF MEDICATION,
ASTHMA ACTION PLAN AND
ALLERGY ACTION PLAN are available in the school office
or on Trinity's website (tlcs.org)
under the Parents tab (Forms).**

New forms are required every school year.

- Students who suffer from asthma must have an Asthma Action Plan and a signed form for self-medication on file in the school office. Students are encouraged to keep their inhalers with them at all times.
- Students who suffer from severe allergies must have an Allergy Action Plan and a signed form for self-medication on file in the school office.

**If you have any questions please contact the school
office at 708-532-3529 or at school@tlcs.org.**