



## Policy for Health Room and Administration of Medication

### 2025-2026 School Year

Dayspring Christian Academy recognizes that parents have primary responsibility for the health of their children and that there are occasions when it is important for school personnel to administer medication to students during school hours. When your physician decides it is necessary for your child to receive medication during the school day, his/her signature and specific instructions must be provided to the school.

#### Explanation of Forms:

- **Yearly Medical Update Form:** Each year, we ask that you fill out the **Yearly Medical Update Form** which gives us permission to treat your student for that school year. It also gives you an opportunity to let us know about health and/or concerns that we need to be aware of. (Please note that this form has not yet been posted as we are working on getting it posted as a fillable online form.)
- **Medication Consent (Prescription and Over the Counter Form:** If your student requires medication, please fill out the **Medication Consent Form**. This is required for any medication – whether prescription or over the counter. It must be filled out by parents/guardians and physician. Please note that this includes basic medications such as Tylenol and Advil. The school nurse cannot administer any medication without this completed form on file.

ALL medication must be brought to the school by a parent or other responsible adult in the **original container** and must contain the following information:

1. Name of student
2. Name of medication
3. Dosage of medication
4. Time medication is to be given

To provide a safe environment for your child and all other students, **ALL MEDICATION MUST BE KEPT LOCKED UP IN THE NURSES OFFICE.** Your child should report to the school nurse when he/she is scheduled to take the medication or when the situation arises that medication is necessary.

- **Inhalers and EpiPens:** If your student is in grades 9-12 and requires an emergency medication (EpiPen and/or Inhaler), the **Administration of Emergency Use Medication Form** (two-sided) must be completed. This gives your student in grades 9-12 to carry their medication and administer it to themselves.