

Prescription Medication Procedures

Physician orders are required for all prescription medications

- At the beginning of every new school year
- When the doctor orders a new dose or medication
- When a medication has been discontinued
- *IMSA forms available on the website under Health Services or physician can use letter head*

Where do I get my daily medications

- Weekday medications
 - Scheduled **between 7:30 am and 4 pm** will be available in the Health Office.
 - Scheduled **after 4 pm** will be available in the Hall RC office from 4 pm to 11:30 pm.
- All weekend medications scheduled after 4pm on Friday, through 11:30 pm on Sunday will be available in the Hall RC Office.
- Medications will be available in the Hall RC Offices on Academy closed holidays, when students are on campus.
- **It is the student's responsibility to take their medications every day.** Set an alarm on your smart phone as a reminder.

Refills

- Students will be given a verbal or email notification when they are getting low on medications.
- Parent/guardian, please mark your calendars at home when refills are due.
- Pharmacies in close proximity of campus:
 - **Walgreens on Randal Rd and Indian trail (1207 N Randall Rd, Aurora, IL 60506) 630/897-7112.**
 - **CVS in Target 1800 Orchard Gateway Blvd North Aurora 630/518-9043.**
- *All medication refills must have a "prescription medication receipt form" completed and turn in with the medications for accountability.* These forms are available on the IMSA website under Health Services.

Helpful Hints

- All prescription medication should be handed off from and adult to an adult.
 - Please bring medications to the Nurse in the Main Building during office hours or
 - Give to the RC in the student's hall office on nights and weekends.
 - Medications given to the RCs will be sent to the nurse the following morning by 10 am.
- When a prescription is refilled, please reserve a sufficient quantity at home to cover the expected time at home before the next refill.
 - The pharmacy will give you an empty labeled bottle if you ask.
- **Individually packaged pill packets are preferred for medications that are not controlled. Pill packets are available through CVS, Walgreens, and other mail order pharmacies. Visit www.pillpack.com for more information.**
- Please **ask the pharmacy for 3 additional pharmacy bottles (with prescription label)**, for each prescription, if pill packs are not available.
 - Pharmacies will give these to you at no charge
 - Bottles are used at night, and on weekends and holidays to send doses to the halls.
 - *This would only apply at the beginning of the year or with any new prescriptions.*
- If your student is going home, or on a trip, and they will need a supply of medication:
 - Contact the Health Office 48 hours prior to leaving campus at 630-907-5008 or nurse@imsa.edu
 - Parent/Guardian can pick up the medication from the health office before 4:00 pm
 - Parent/Guardian can pick up the medication from the RC Office of your student's residence hall after 4:30 pm
 - Medications should always be handed from an adult on campus to the parent/guardian or other adult.
 - Students riding the downstate bus for extended breaks will be given their medications in the holding area before boarding the bus. They will be instructed to put the medication in their luggage that will be put under the bus.

- A Parent/guardian will be responsible to pick up the student's medication at the end of the treatment period, or at the end of the year. Medications left will be set to Walgreens for destruction 2 weeks after IMSA's graduation date.