



ST. JOSEPH SCHOOL

4011 Alexandria Pike | Cold Spring, KY 41076

August 2026

Medication Authorization Requirements

Dear Parents/Guardians,

To ensure the health and safety of our students and to comply with Kentucky state requirements, St. Joseph School must have the appropriate authorization on file before any medication can be administered during the school day.

Attached is the Medication Authorization Form, which must be completed for each student who may require medication at school.

- **Over-the-counter medications** require signatures from both the parent/guardian and the student's physician or healthcare provider.
- **A separate authorization form** must be completed for each student.

No over-the-counter medication will be administered at school unless a completed and signed authorization form is on file.

Parents and guardians will continue to receive notification through FACTS whenever medication is administered. Notifications may also be forwarded directly to your email by adjusting the notification settings within your FACTS account.

If your child requires prescription medication during the school year, a written physician order is also required. The prescription medication authorization form, along with other health forms, is available on the school website:

<https://stjosephcoldspring.com/school/counseling/>

Thank you for your cooperation in helping us provide a safe and healthy environment for all students. Please contact me with any questions.

Sincerely,

Joyce Hatfield, RMA

Health Coordinator

St. Joseph School

jhatfield@stjoeschool.net