

## Prescription Medication Procedures and Helpful Tips

### Where do I get my 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 until 11:30 pm.
- All weekend medication after 4 pm on Friday through 11:30 pm on Sunday will be available in the Hall RC Office.
- Medications will be available in the Hall RC Office 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.

### Medication Refills

- Students will be given a verbal or written notification when they are getting low on medications.
- Parents, please mark your calendars at home when refills are due.
- The following pharmacies can be used for refilling locally. Trips are offered several times per week.
  - **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.

### Helpful Hints

- Medications should be handed off from adult to adult.
  - Please bring medications to the nurse in the main building during office hours or
  - Give to the RC in the office on nights and weekends.
    - Medications given to the RC will be sent to the nurse the following day 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.
  - It would be advisable to obtain an extra bottle from the pharmacy when the prescription is obtained to keep at home with the remainder of the medication.
- 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](http://www.pillpack.com) for more information.
- Please ***obtained 3 additional labeled bottles*** from the pharmacy if pill packs are not available.
  - They will do this at no charge.
  - Bottles are used on the weekends to send doses to the halls.
  - This would only apply at the beginning of the year or with any prescription dosage change.
- If your student is going home or on a trip, and you need a supply of medication:
  - Contact the Health Office 48 hours prior to leaving campus at 630-907-50008 or [nurse@imsa.edu](mailto: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 the student's residence hall after 4:30 pm.
  - Students riding the downstate bus for extended breaks will be given their medications when they board the bus.
- The 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, or it will be discarded.