

Dear Parent/Guardian,

Below is an explanation of the District's regulations and policies concerning the administration of medication to students during the school day or during school related activities. We firmly believe that medication should be administered at home. The administration of medication to students during regular school hours and during school related activities is strongly discouraged unless absolutely necessary for the critical well being and health of the student. Please check with your child's physician to determine if there is a way to avoid your child taking medication at school. Only medication prescribed by a licensed prescriber which is absolutely necessary to maintain the child in school will be administered. The following regulations must be complied with prior to a student receiving medication at school:

1. The student's Parent/Guardian must notify the school nurse, school health assistant or school secretary that their child must take medication while at school.
2. Prior to administering any medication at school, the parent/guardian must fill out and file at the school the required Authorization for Administration of Medication Form. Any change in the prescription must be reported immediately and a new, revised Authorization for Administration of Medication Form submitted. The Authorization for Administration of Medication Form is only effective for the current school year and will need to be renewed each subsequent school year.
3. Medication must be brought to school by the parent/guardian in the pharmacy prescription bottle labeled with the child's name, the name of the medication, the dosage, the administration instructions and the name of the physician who prescribed the medication. Medications must be left in the school health office and not transported back and forth between home and school. At the end of the school year or at the end of the prescription, all remaining medication not administered at school must be picked up by the student's Parent/Guardian. Medication not picked up will be disposed.
4. Medication will be kept in the school health office. Students are responsible for coming to the office at the time he/she is to take his/her prescribed medication. Students are not permitted to keep medication on their person or in their lockers unless authorized to possess and self-administer medication due to risk of anaphylaxis or an asthmatic condition.
5. Any medication prescribed to be taken three times a day will be given at home unless specifically ordered by the physician to be taken during school hours.
6. Non-prescription medications (i.e. Aspirin, Tylenol, Advil, cough medicine, cough drops, cold remedies, vitamins) will not be given at school unless prescribed by a physician. The same regulations and policies for administration of medication apply to non-prescription medications. Such medication must be in its original container and labeled with the child's name, dosage and administration instructions.
7. The parent/guardian of students who are authorized to possess and self-administer their asthma medication or epinephrine medication must fill out the Authorization for Student Self-Administration of Medication Form and the Student Agreement to Comply with the Rules for Self-Administration of Medication Form. Students carrying inhalers or epinephrine auto-injectors at school will be considered in violation of the medication policy without this paperwork on file.

Thank you for your cooperation with these necessary regulations. If you have any questions, please contact your school nurse or health assistant.