



25345 Taft Road, Novi, Michigan 48374
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Dear Parent/Guardians:

The Novi Community School District has a medication procedure to ensure health and safety during school hours. The Board of Education has adopted policy regarding the administration of medication in our schools. The policy states that **all** medications require proper authorization for intake, storage and distribution.

Medication administration during school hours will be permitted only when:

- Failure to do so will jeopardize the health of a student.
- The student would not be able to attend school if the medication or treatment were not made available during school hours.
- The child is disabled and requires medication to benefit his/her educational program.

If your child requires medication, prescription or non-prescription, during school hours, the school must have consent from a doctor. District personnel cannot accept medication or administer medication without documentation from a physician.

Medication must be in its original container, labeled with your child's name and proper dosage. The school cannot supply non-prescription medication (i.e. cough drops, Tylenol, Motrin, etc.). If your child requires non-prescription medication during the school day, proper authorization is required to be on file. Parents are responsible for checking the need for medication refills and supplying the refills to the school in a timely manner.

In addition to administration of medication, some students require a health plan to provide optimal support for medical concerns such as asthma, allergies, seizures, etc. If your child requires a health plan, please visit school health on the Novi Community School District [website](#) or contact your school for the proper authorization forms. All health plans **expire** at the close of the current school year. A **new** authorized health plan must be submitted prior to the start of each school year.

If you have any questions, please contact your child's school, or the District Nurse, Cathy Farris at 248-449-1616 or cathy.farris@novik12.org.

Students who are passionate, empowered, and prepared for their world and their future.

<http://www.novi.k12.mi.us/>