



Dear Parent/Guardian:

I wanted to inform you of our medication intake, which is our process for accepting prescription medications and over the counter medications. This process is not meant to inconvenience you, but to protect your child.

All medications, prescription or over-the-counter, can only be accepted by the school nurse along with the **completed** medication permission form. No medication will be accepted without the signed current **DCSD Permission for School Administration of Medication** form (found on the DCSD website). If you are planning to bring medication for your child, please call the school ahead of time to ensure that the nurse will be available. **Students are not allowed to transport medication to or from school.** I understand your time is precious and do not want you to be inconvenienced by having to make multiple trips to the school. By working directly with the nurse regarding medication intake, it will provide us the opportunity to get any other needed information.

If you are bringing a controlled medication, your school nurse will need to identify the pill before you and the nurse sign the count sheet. As nurses, it is our responsibility to know what we are giving and that it is the correct medication as labeled.

Lastly, if you are bringing over-the-counter medications, they must be in the original, unopened container with a pharmacy label attached. The nurse will not be able to accept it if the bottle has been previously opened or if there is no pharmacy label.

Please do not hesitate to contact your school nurse or Lead Nurse, Kelly Parker, should you have any questions or concerns.