



*Dear Parent or Guardian,*

*For your convenience in preparing for the school year, please note the following Medication policy requirements:*

- **All medication, prescription or non-prescription, must be brought into the School Nurse by an adult and accompanied by the appropriate, completed HCS Medication Permission form.**
- **New HCS medication permission forms for both Prescription and/or Over the Counter (OTC) medications must be completed each school year.**
  - Medication Permission forms must be renewed annually and dated after July 1<sup>st</sup> of the upcoming school year. Forms are only valid for the school year in which they are written.
- **All Over the Counter (OTC) medication must be in the original manufacturer's bottle/package.**
  - Please bring unopened, small containers of any OTC medications that your child will take. This will allow the school nurse to comply with policy pertaining to medication storage.
- **All prescription medication must be in the properly labeled pharmacy container.**
  - We request that you ask your pharmacist to give you a **second identically labeled container** for any prescription medications your student will take at school. This will allow the School Nurse to send these medications on field trips.
  - Parents are responsible for administering morning and/or afterschool doses, unless there is a special circumstance. Special circumstances will need to be discussed with the School Nurse prior to implementation.
  - Medications will only be administered at school the specified times noted on the form. Any changes in dose, time or medication will require a new form and a new container with the corrected pharmacy label.
  - The Prescription medications permission form requires the parent and licensed prescriber's signature in order to be valid.
- **The above rules still apply to any medication a student may need to carry with them, such as Epi-Pens or Inhalers. Both the medication & the medication form must be checked in at the School Nurse's Office, along with the additional paperwork required per HCS policy.**
- **Medication forms are available thru Online Registration or may be obtained from the School Nurse.**