

Dear Parent/Guardian,

Please follow these safety instructions if your student will require medication at school.

Medication Policy:

- Please note that all prescribed and over-the-counter medication requires a completed [Medication Authorization Form](#) on file in the school office. **No medication will be allowed at school without this form.**
- A new form must be completed **each school year AND for all temporary medication.**
- The form must be signed by the parent/guardian AND signed and stamped by the student's **prescribing Healthcare Provider.**
- All medication must be kept in the front office, not the student's backpack, pocket or locker (*except approved emergency medications such as EpiPens, seizure medication and insulin*).

What to bring to school:

1. Completed [Medication Authorization Form](#)
2. Completed additional forms, if necessary (see "Chronic Health Conditions", below)
3. Medication: **must be in its original container and labeled with the name of student, name of prescribing Healthcare Provider, name of medication, and dosage instructions.***
4. Place all above in a gallon ziplock bag labeled with your student's full name and grade

*NOTE: Pill-splitting must be done by the parent/guardian *prior* to delivering medication to school.

Chronic Health Conditions:

If your student has a chronic health condition (e.g., anaphylactic food allergy, asthma, seizure disorder) additional forms are required:

- [Food Allergy Action Plan](#)
- [Asthma Action Plan](#)
- [Seizure Action Plan](#)

If your student requires a school health plan for a health condition not listed above, please contact the District Nurse, Alison Mankin: amankin@reedschools.org

If you have any questions, please contact the District Nurse, Alison Mankin at amankin@reedschools.org or our Health Specialist Nurse, Shagy Farasati at sfarasati@reedschools.org.

Thank you!

Alison Mankin, RN
District Nurse

Shagy Farasati, LVN
Health Specialist Nurse