

Garfield Skills Center

Livonia Public Schools

10218 Arthur
Livonia, MI 48150

Lauren Feigel
Principal

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Dear Parent/Guardian,

It is recognized that certain medications may be necessary and must be prescribed at certain times of the day. There may be instances when medication must be administered to your student during school hours. When medication is necessary during school hours:

1. It may be necessary and appropriate for a parent or guardian to administer medication to his/her student. Please contact the school office to make appropriate arrangements.
2. If school personnel will be administering medication, the accompanying Medication Authorization form must be completed by the student's physician and parent or guardian and returned to the school office before administration of medication. This authorization is valid for the current school year only.
3. "As needed" medication requires a physician's statement specifying dosage limits.
4. All medications to be administered at school must be in an original appropriately labeled container. (Must specify student name, medication name, frequency, and dosage to be given.)
5. Both prescription and nonprescription medications require a completed physician and parental/guardian authorization form.
6. All medications that are to be administered by school personnel must be brought to school and immediately turned into the school office. Inhalers or medication for life threatening situations may be maintained by the student or in other locations as approved by the building administrator.
7. All controlled-substance medications (defined as drugs regulated by the Federal Controlled Substances Acts, including opiates, depressants, stimulants, and hallucinogens) will be counted and recorded upon receipt with the parent/guardian.
8. Medication left over at the end of the school year, or after the student has left the district, shall be picked up by the parent/guardian. If this is not done, the individual who administers the medication will dispose of the medication and record this disposal on the medication log.
9. Individual exceptions to these procedures must be approved by the building principal.

Thank you for your cooperation. If you have any questions or concerns, please contact the office.

Sincerely,
Lauren Feigel
Principal, Garfield Skills Center

