



**Glen Cove City School District  
HEALTH OFFICE**

Dear Parent or Guardian:

In order to ensure the health and safety of all students, the following procedure applies regarding dispensing medication in school:

All medication of any kind brought to school for a student must be brought to the school by the parent and kept in the Health Office **unless** otherwise directed by both the physician and parent.

Written instructions signed by a physician regarding the dosage, time and route of administration, **along with** permission from the parent or guardian **must be supplied to the Health Office**. These forms **must** be completed even if the student has permission to carry the medication. Forms are available in the Health Office and **must be renewed each year**.

This procedure includes cough medication, aspirin, **any** over-the-counter medication as well as prescription medications (including inhalers). All medication must be in its original container. We are certain that you share our concern for the well-being of all students and will cooperate with us in this important matter.

If you have any questions regarding medication procedure, please call the Health Office at your child's school.

Thank you in advance for your anticipated cooperation.

Sincerely,

Glen Cove City School District Nurses