



Aurora City Schools

www.aurora-schools.org

Board of Education
102 E. Garfield Rd.
Aurora, OH 44202
330-562-6196
Fax: 330-562-4892

Miller Elementary
646 S. Chillicothe Rd.
Aurora, OH 44202
330-562-6199
Fax: 330-995-5459

Craddock Elementary
105 Hurd Rd.
Aurora OH 44202
330-562-3175
Fax: 330-954-2087

Leighton Elementary
121 Aurora-Hudson Rd.
Aurora OH 44202
330-562-2209
Fax: 330-562-2265

Harmon Middle School
130 Aurora-Hudson Rd.
Aurora OH 44202
330-562-3375
Fax: 330-562-4796

Aurora High School
109 W. Pioneer Trail
Aurora OH 44202
330-562-3501
Fax: 330-562-3588

Dear parent/Guardian,

To protect your child's safety, the clinic staff will adhere to the following medication policy. It is required that **BOTH** the parent **AND** prescriber signatures are on file before any prescription **OR** non-prescription medication is administered.

Although this may cause some inconvenience, we feel this policy is best for the continued protection of your child, and must be followed. **If we do not have your written permission and the written permission of your prescriber, the medication will not be given.** Medication forms can be obtained by contacting the clinic staff or through the district website.

In order for your child to receive any medication at school, please confirm with the following:

- A written request and signature must be obtained from the prescriber and the parent/guardian. This request must include the name of the medication, dosage, time it is given during school hours, and duration.
- The medication must be in its original container and if an over-the-counter medication, the bottle must be new with an unbroken seal. All medications must have a fixed label which indicates the students' name, name of medication, dosage, method of administration, time of administration, and time interval of dosages.
- When the empty prescription bottle is returned to you, please bring the refill to school promptly. The clinic staff will send a reminder when the amount in the bottle is at 10.
- The medication and the signed medication form must be brought to the school by the parent or guardian. Parents will need to sign the medication in. **Students may not bring medication to school (exceptions are students with approval from the Physician who self carry inhalers, epinephrine injectors, and seizure rescue medications).**
- New request forms must be re-submitted each school year, and are **necessary for any changes in medication orders.**
- If your child is taken off medication or will no longer receive it at school, please put your request in a dated, written note/email as soon as possible, accompanied by a prescriber's signed order to discontinue the medication. If the medication is not picked up by parents from the clinic within 15 days, it will be properly disposed of.
- All medications will need to be picked up by the last day of the school year unless alternate arrangements have been made. Any medications left over will be properly disposed of.

Please contact the clinic staff if you have any questions. Thank you for your cooperation.