

**School Health Services
2013-2014**

Letter to Parent Regarding Administration of Medication in School

Dear Parent:

Our school has a written policy to assure the safe administration of medication to students during the school day. If your child must have medication of any type given during school hours, including over-the counter drugs, you have the following choices:

- (1) You may come to school and give the medication to your child at the appropriate time(s).
- (2) You may obtain a copy of a medication form from the school nurse. Take the Form to your child's doctor and have him/her complete the form by listing the medication(s) needed, dosage, and number of times per day the medication is to be administered. This form must be completed by the physician for both prescription and over-the-counter drugs. The form must be signed by the doctor and by you, the parent or guardian. Prescription medicines must be brought to school in a pharmacy-labeled bottle that contains instructions on how and when the medication is to be given. Over-the-counter drugs must be received in the original container and will be administered according to the doctor's written instructions.
- (3) You may discuss with your doctor an alternative schedule for administering Medication (i.e., outside of school hours).

School personnel will not administer any medication to students unless they have received a medication form properly completed and signed by both doctor and parent/guardian, and the medication has been received in an appropriately labeled container. This is to protect the safety of your child and in fairness to those administering the medication.

For students needing to self-administer medication, such as asthma inhalers, epi-pens, insulin, etc., a self-contract should be completed by physician, parent, student and reviewed by school nurse, in addition to medication request form/ health plan.

If you have questions about the policy, or other issues related to the administration of medication in the schools, or any health related issues, please contact the school nurse at 747-8191.

Thank you for your concern in this matter,

