

Date: \_\_\_\_\_

Dear Parent:

If your child will be taking a medication at school, the medication must be sent in its original container, clearly labeled, in good condition, and with a current expiration date. A completed medication form must accompany the medication. If the medication is an over-the-counter, parent/guardian signature is required in order to administer the medication. If the medication is a prescription, parent/guardian signature and physician signature is required in order to administer the medication. A new form must be completed each school year if this is an ongoing medication.

Student medications are locked in a medication cabinet in the office during the school day. Students are not permitted to carry medications on their person, and must send the medication to the office upon arrival to school. The only exceptions to this rule involve rescue inhalers and EpiPens, which students may carry with parent and physician authorization.

Students found to be carrying medication without proper authorization can face disciplinary action. The school medication policy can be located in the student handbook. For the safety of our students, this policy will be strictly enforced. No medication will be administered outside of the guidelines of the medication policy.

Thank You For Your Cooperation,

School Nurse

School Principal