

Dear Parent/Guardian,

If your child requires medication during school hours, the following protocol is necessary:

- ALL medications brought to school must be given to the nurse.
- If a medication is to be given for more than one day, A DOCTOR'S NOTE IS NECESSARY. Medications will not be given beyond the first day without this note.
- ALL medications, both over-the-counter and doctor prescribed, must be accompanied by a parent's signature. (a personal note or filling out the form on the other side will suffice). The note must state the name of the medication, reason for taking it, dosage, time, and how to be given (eg. by mouth, mix with food, take with juice, etc).
- ALL medications MUST BE IN THE ORIGINAL LABELED CONTAINER. We cannot accept any medication that is not sent in this way. (if you ask the Pharmacist, most will give you an extra labeled bottle).
- The medication should be delivered by a parent or guardian. When this is not possible, the medication must be sent in a sealed envelope.
- **Elementary – Intermediate:** please note in your child's homework book how many pills you have sent.
- **Middle School and Senior High:** please notify the building nurse by phone how many pills you have sent.

If any changes are to be made in the dosage or time to be given, a note from the prescribing physician and parent is needed before any changes will be made at the school. These guidelines may also be found in the school building handbooks under "Administration of Medication" and are necessary in order to insure your child's safety. Please feel free to call me if you have any questions.

Thank you very much,

School Nurse

(Revised, May 2001)