Dear Parent/Guardian

We would like to inform you of the state regulations governing the administration of all medications administered in school. These policies have been put in place to ensure the health and safety of children needing medications during the school day.

These regulations require that the following forms must be on file in your child’s health record before we begin to give any medication in school:

1. SIGNED CONSENT by the parent of legal guardian to give the medication
   Please complete the consent form and return to the school nurse.

2. SIGNED MEDICATION ORDER. The written medication order form should be taken to your child’s licensed prescriber (your child’s physician, or nurse practitioner, etc.) This order must be renewed as needed and at the beginning of each school year.

Medications should be delivered to the school nurse in a pharmacy or manufactured-labeled container by YOU OR A RESPONSIBLE ADULT whom you designate. Please ask your pharmacy to provide separate bottles for school and home. No more than a thirty day supply of the medicine should be delivered to the school nurse.

When you child needs a medicine to be given during the school day, please act quickly to follow these policies so we may begin to give the medicine as soon as possible.

IT IS RECOMMENDED THAT MEDICATION BE ADMINISTERED AT HOME. However, students who MUST receive medication during the school day are required to comply with the above regulations.

NO OVER-THE-COUNTER MEDICATION, including Aspirin, will be given in school without the required signed medication forms.

If you have any questions please contact the school nurse. Thank you for your help.

Sincerely yours,

School Nurse
Telephone: