



MEDICATION NOTIFICATION POLICY

Dear Parent/Guardian,

If at any time, it is necessary for your child to receive medication during school hours, the medication will be administered, only if the following conditions are met:

1. The attached Medication Permission Request Form must be completed for all medications. **This includes over-the-counter medication and prescription medication.** The **physician** must include the time, dosage and any side effects of the medication.
2. The above is accompanied by a signed request from the **parent/guardian** giving permission for the designated school authority to administer the medication. The parent's signature and daytime phone number should be written on the attached Medication Permission Request Form.
3. **Over-the-counter medications must be received in the original, unopened container.** Prescription medication must be in the original prescription bottle, labeled by a registered pharmacist and stating the dosage of the prescribed medication and time the medication should be administered. (All pharmacies will make up a small bottle and label it for school.)
4. **An adult should bring all medications to school,** unless specific arrangements have been made.
5. A new medication request form must be submitted if there is any change in medication or dosage.
6. A new medication request form must be submitted at the beginning of each school year.

REMINDER: The Nurse Practice Act prohibits registered nurses from giving any medication, even Tylenol, without a written doctor's order. No medication is kept in the school other than medication sent in by parents specifically for their child and accompanied by the Medication Permission Request Form.