

Dear Parents,

This letter is to inform you of the school guidelines with regard to the administration of medications during school hours.

Guidelines state that no medication shall be given by unauthorized personnel at any school in the district.

If it is necessary for a student to have medication at school, the following must exist:

- Prescription medication **must** be in the **original container** from the pharmacy. If requested, the local pharmacies will provide for you a second prescription bottle for use during school hours.
- Over-the-counter medications **must** also be in the **original container**. The written instructions must match the instructions on the container. The school nurse may refuse to administer over-the-counter medication if it is felt that it may be detrimental to the student.
- Parents **must** give **written** permission for the administration of both prescription and over-the-counter medication (to include signature and date). Medication **will not** be given unless there is written parental authorization.
- The administrator of the medication must be a nurse or other authorized trained individual. Medication will be stored in a secure area, available to only authorized personnel.
- All medication should immediately be given to the teacher, secretary, or nurse upon student's arrival at school.
- If inhalers are needed and the parent desires the student to carry them on their person, **written** permission must be provided by the parent and physician for the school nurse.
- Exceptions to some of these rules can be made with permission of the school nurse or superintendent.
- At the end of the school year, or at the end of the dispensing time, any remaining medication shall be returned to his/her parent or destroyed. All medication permission forms must be renewed at the beginning of each school year.
- Any changes in the student's condition or medication status must be immediately reported to the school nurse.

These guidelines are for your student's protection. We thank you for your cooperation.

Sincerely,

Monte Montgomery  
Superintendent

Randi Swanson, RN  
School Nurse