Important Health Office Information

Dear Parents.

Attached you will find an Emergency Authorization Form and Health Checklist.

Students are **NOT ALLOWED** to keep medications with them during the school day. All medications must be kept in the School Office. By participating in this program, we are given the means to provide comfort to your child as needed for occasional discomforts that are not serious enough to send your child home.

PROCEDURE FOR HANDLING MEDICATIONS PRESCRIBED BY YOUR PHYSICIAN:

MEDICATION ADMINISTRATION

Non-Prescription Medications

The school discourages the use of nonprescription, over the counter medication at school. Whenever possible, nonprescription medication should be given at home.

School personnel shall not provide medications for students use.

Elementary:

Students shall be allowed to take nonprescription medications providing the following are met:

- A. Nonprescription medication shall be brought to school in the original container, including the student's name, name of the medication, dosage to be taken, and time schedule for self-administration.
- B. All nonprescription medication must be kept in the school's office and shall be stored in locked location.
- C. It is the responsibility of the child to come to the office to take the medication. The child shall be supervised by trained school personnel when taking medication.
- D. A daily medication record shall be maintained. Recording should be done after medications have been taken.
- E. If the student needs assistance in taking medication please contact school office.

Secondary:

On the secondary level only, students will be allowed to personally carry nonprescription, over the counter medication, providing it is in the original container.

Prescription Medications

- 1. Prescription medications brought to school shall be in pharmacy-labeled containers, including the student's name, the name of the drug, dosage to be taken, name of the physician, and the date of prescription.
- 2. All prescription medications must be brought to the school's and stored in a locked location.
- 3. It is the responsibility of the child to come to the office to take the medication. The child shall be supervised by trained school personnel when taking medication.
- 4. A daily medication record shall be maintained. Recording should be done immediately after medications have been taken.
- 5. Each school shall maintain the "Parent Request For Assistance With Medication Form" and the "Daily Medication Record Form." Parent request and recording forms will be retained at the Health Office for a year and then destroyed.

The **Authorization Form** is a very important record that we need completed each year for your child's file. This provides pertinent information in the event of an emergency and enables us to act according to your instructions.

Instructions for completing the emergency card:

- 1. You may list all children in your family on one form. If there is any student specific information, i.e. different contacts, different doctor, medical conditions, then you will need to complete a separate form for each student. If you need more forms, please call the number below.
- 2. Use the spaces provided on the form to list in priority order all family members who should be contacted in case of an emergency or if your child gets sick.

3.	Please complete, sign health information in the enclosed envelope before August 1 Be sure you have included:	
		Emergency Authorization Form (required)
		Health Checklist (required)
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If you have any questions, please call 225-2053.