

# WAYNE COUNTY PUBLIC SCHOOLS

## SCHOOL HEALTH FORM

### PARENT MEDICATION INFORMATION LETTER

Dear Parent:

This is to inform you of the Medication Administration Policy of Wayne County Public Schools. Medications should be given outside school hours when possible. If your child must have medication of any type given during school hours, you may come to the school and give the medication to your child at the appropriate time.

If you choose to have designated school personnel administer your child's medication, these guidelines must be followed:

- Only medications prescribed in writing on an **Authorization for Medication to be Given During School Hours Form** will be administered by school personnel.
- Have your physician/dentist complete instructions and sign the form. The form must also be signed by the parent/guardian. Return it to the school. Forms are available at the school office and many doctors' offices.
- Prescription medication must be brought to school in the current pharmacy labeled container that has specific instructions on how and when the medication is to be given. (Ask the pharmacist to label two bottles; one for home and one for school.)
- When the medication dose or administering instructions change, a new form and updated medication container must be brought to school.
- Students who take their own prescription medication at school must bring the completed authorization form, indicating permission to self-medicate.

Students will have access to medicines during field trips and during other school sponsored activities with the appropriate documentation; however, it is the parent's responsibility to notify staff of their child's need for emergency medications during extracurricular activities, (i.e. choral trips, games, tutoring, etc.).

School personnel will not administer medications to students without the authorization form, or without receiving the medication in an appropriate pharmacy labeled container. In fairness to those giving the medication and to protect the safety of your child, there will be no exceptions to the policy.

If you have questions about the policy or other issues related to the administration of medications, please contact the principal.

Thank you for your cooperation.

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School Principal

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Date