

Summer 2009

Dear Parent/Guardian,

Many children require medication during the school day, either routinely or episodically. The purpose of medication administration during a school day is to provide those medications essential and necessary for a student to attend school. Medical emergencies may arise that require assessment before administration of medication. Such situations may include children with asthma, diabetes or severe allergic reactions. Medications must be delivered to the clinic by parent/guardian. This is the safest way for transporting medication.

1. Obtaining Prescribers' Orders

Using the school form, WRITTEN ORDERS, from a physician detailing students' name, the name of the medication, the diagnosis, dosage, time and duration of medication must be in place. The form must be signed and dated by the physician and the parent/guardian.

The label of the bottle does not serve as an order form the physician that the medication is to be given at school. This is the pharmacist's interpretation of the order.

Over-the-counter medications require the same procedure and must be brought to the school nurse in an unopened sealed container.

2. Specifying Duration

Duration of the prescription must be specified in writing by the physician. If an ending date is not specified, administration will not extend beyond 30 calendar days.

3. Forms Available

Medication forms are available on our website at <http://www.sossschool.org/clinic.htm>, in the school office or the school clinic. Each medication requires a separate form.

4. Changes in Medication Order

Any change with the written authorization requires a new written authorization. A corresponding change in the prescription label must be changed. A faxed authorization is acceptable as long as there is signed parental consent within 24 hours.

I would like to thank you in advance for adhering to this policy. It is for the safety of the children to have specific guidelines. If you have any questions you may contact me at 428-8400 ext. 14 or via e-mail at Jennifer.harold@sossschool.org.

Sincerely,

Jennifer L. Harold, R.N., B.S.N.

School Nurse