



**Keep For Your Records**

Dear Parent/Guardian:

This letter is to inform you of the school's policy on the giving of medications to students by school personnel. If your child must have medication of any type, including over-the-counter medicine, you have the following choices:

- A) To receive medications during school hours or residential placement;
  - 1) You may come to the school and give it to your child at the appropriate times or
  - 2) You must have your prescribing practitioner sign the Medication Administration Form which includes the drug, dose, time to be given, how to be given, with possible side effects, and his signature. The medication must come to school in a pharmacy labeled bottle containing the medication and instructions.
- B) You may discuss with your practitioner the possibility of an alternative schedule and/or a medication that can be given outside of school hours.

Residential placement requires a form completed by you and your practitioner for over-the-counter medications and is good for the current school year. Medications must be in their proper container and supplied to the school by parents/guardians.

I am enclosing a copy of the Medication Administration Form. Please feel free to make multiple copies of this form so you will always have one for your doctor. If there are any changes in medication dose or time of administration, a new form must be completed.

In order to comply with state law and school policy, and to protect the safety of your child, these policies must be followed strictly. We ask this not to make things difficult for you but to insure the health and well being of all students. A copy of the complete policy and law is available upon request from the State of Utah Department of Health.

Remember, the only way medication can be given at school is by having it in a proper container accompanied by a school Medication Administration Form filled out by the practitioner and signed by her/him and the backside completed by you. (This includes over-the-counter medications as well.)

Thank you for your cooperation,

School Nurse