

# Mystic Valley Regional Charter School

www.mvracs.com

August 17, 2011

Dear Parent or Guardian:

Please be aware of the policies that have been put into place to ensure the health and safety of children needing medication during the school day.

Our school district requires that the following forms must be on file in your child's health record before we begin to give any medicine at school:

- 1) **Signed consent by the parent or guardian to give the medicine.** These forms can be downloaded from the web site or picked up at either nurses' office. Please complete the form, if applicable, and return it to the nurses' office. Please make sure to specify the name of the medication and times to be given during the school day. Example #1: Tylenol as needed during the school year. Example #2: Amoxicillin 250mg at 1pm every day for 10 days with the last dose on 10/20/11. This form is needed for both prescription medications and over the counter medication, including cough drops.
- 2) **Signed medication order.** Please have your child's licensed prescriber (your child's physician, nurse practitioner, etc.) complete the enclosed medication order form if the medication your child requires during the school day is a prescription medication, and give it to the school nurse. This form is required for prescribed medication that needs to be taken during the school year. This includes inhalers. This form is not needed for over the counter medication.

*\* Only fill out these forms if your child requires medication during the school day. Then deliver them to the nurse in person when you deliver the medication needed, including over the counter medications and cough drops. If your child does not require these forms yet, keep them on file for future use.*

Medication should be delivered to the school in a **pharmacy or manufacturer labeled container**, by you or a responsible adult whom you designate. **Children are not allowed to bring in any type of medicines; unless it is an inhaler and the physician writes on the medication order form (as discussed above) that it is OK for the child to carry it on their person.** Please ask your pharmacy to provide separate bottles for school and home.

**No medication will be given unless the required forms are on file and the medication is delivered in its original container.**

**No verbal consents for medication administration will be accepted!!!**

**The school does not supply any over the counter medications oral or topical. ie: Motrin, Tylenol, Cold Medications, Cough Drops, Claritin, Zyrtec, Allergy Eye Drops, Sunblock, Chap Stick etc.**

**Parents MUST supply their children with their own supply of medication oral or topical for school.**

Sincerely,

Sandra Tilton, LPN, Kirsten O'Brien, RN, Lauren Gerbick, RN

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