LETTER TO PARENT REGARDING ADMINISTRATION OF MEDICATION IN SCHOOL

Dear Parent:

In case you are unfamiliar with the school’s policy on the administration of medication to students by school personnel, we would like to bring you up to date on this matter. If your child must have medication of any type during school hours, including over-the-counter drugs, you have the following choices:

1. You may come to school and give the medication to your child at the appropriate times.
2. All medicines brought to school must be in the original container.
3. All prescription medicines must have a pharmacy label.
4. No medicine can be accepted by school staff without a doctor’s order and parent permission.
5. Any medicine (prescription or over-the-counter) to be given by the School Nurse and/or staff must have a written order from the doctor and parent/guardian permission.
6. Students can self administer/carry 1 or 2 doses of over-the-counter medicines in the original container with a note from parent/guardian.
7. All medicines to be given by the School Nurse or staff must be brought to school by parent/guardian and picked up when medicine expires or end-of-school year.
8. First time medication can only be administered by the School Nurse.
9. All medicine orders must be reviewed and signed off by the School Nurse before other school staff can administer.
10. If your child is subject to unusual health hazards such as an allergy to certain foods or bee stings, and/or requires special medical intervention (e.g., asthma, diabetes, etc.) please notify the principal or school nurse.
11. Diabetic students: The school staff will follow the NC State Board of Education Plan for “Care of Diabetic Students at School.” Contact the school nurse for development of your child’s Individual Health Plan.
12. Some students may need to self-medicate for certain chronic health conditions. Students who need to self-medicate with a prescription drug (i.e. inhaler, Epi-pen, oral prescription medications, etc) must have a self-medication authorization form on file at school which includes the physician and parent/legal guardian signatures. Forms are available from the nurse or school office.
13. At the conclusion of a student’s treatment, the unused medication must be removed from the school by the parent.

School personnel will not administer any medication to students unless they have received a medication form properly completed and signed by the doctor; and the medication has been received in an appropriately labeled container. In fairness to those giving the medication and to protect the safety of your child, there will be no exception to this policy. If you have any questions about this policy, or other issues related to the administration of medication in the schools, please contact the principal. Thank you for your cooperation.

Mass Screenings

Routine mass screenings, such as vision, lice, hearing, and dental are performed annually according to North Carolina state recommendations. If you do not wish for your child to participate, please notify the School and/or School Nurse. If there are any concerns regarding your child’s screening results, you will be notified.

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