

Date:

Dear Parent(s),

Each school year a new form is required with a doctor's consent, for the administration of medicine at school. You, as the parent, have the responsibility to notify the school that your child will require medication, under the district medication guidelines.

This notice is served for your convenience to arrange for 1<sup>st</sup> day school medications for the \_\_\_\_\_ - \_\_\_\_\_ school year. Please complete and forward the attached form at the beginning of the next school year.

Please note the following district and state guidelines.

#### Administering Medicine At School

**Medication Policy:** As general policy, no medication will be dispensed at school except those designated as emergency medications. Examples of such emergency medications are those required for diabetic reactions, asthmatic attacks, and bee sting allergies. Other medications are to have their schedule so arranged by your family doctor as to avoid being given during school hours. These include medicines required three or four times a day.

This policy does not apply to psychotropic medication covered under Mass. General Laws, C.71, Section 54B Regulations.

**Medications will be dispensed by the school nurse only when absolutely necessary** in accordance with the school policy and **will not be dispensed after school hours.**

**Medication dispensed at school must be kept in the original pharmacy bottle. These medications must be accompanied by a medication permission form, which has been signed by the doctor and parent/guardian.** Most medications can be ordered for "at home" dispensation. Without a doctor's consent or order, medication **will not be given** at school.

**Medication for students grade K – 6 must be brought to the school by the parent or guardian.** Under no circumstances should your child bring the medication to school in their backpack for liability reasons.

This policy is for your child's protection. A copy of the form is attached for your convenience, in order that you may bring the form to the doctor when you take your child.

Thank you,

Sheree Jolicoeur, RN, BSN, MS, CHES  
School Nurse