



FAIRVIEW PARK CITY SCHOOLS

ADMINISTRATIVE OFFICES

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LETTER TO PARENTS/GUARDIANS: Medication Policy for Fairview Park City Schools

Consistent with our district and building policy, all **over-the-counter/non-prescription** and **prescription medications** need a **physician's signature**. The proper paperwork must also be completed and returned to the school nurse for review in order to allow your child to be administered medication/carry medication during school hours. School personnel will NOT administer any medication to students unless they have received a form properly completed and signed by the physician and the parent/guardian. In order to protect the safety of the school personnel and your child, there will be no exceptions to this policy. Please follow the steps as outlined below if your child will be needing medication during school hours:

- Complete form labeled, “*Prescriber and Parent/Guardian Request*” for all prescription and over-the-counter medications that you want school clinic personnel to administer to your child. A physician's signature is required for all **over-the-counter/non-prescription** and **prescription medications**. This includes but not limited to: Ibuprofen, Acetaminophen, seasonal allergy medication, sleeping aids, digestion/reflux medication, cough drops, vitamins, supplements, nasal sprays, eye/ear drops, birth control, prescription soap/ointment, etc.
- If you want your child to self-carry/self-administer the above medications, the “*Self-Administration of Medication*” form must be completed and signed by the physician and parent/guardian. School clinic personnel is NOT responsible for carrying and administering the medication. Your child is responsible to carry and administer the appropriate dose of the medication at the appropriate time/frequency for the appropriate reason. Your child must not share the medication with any other students. If caught doing so, the appropriate discipline measures will be taken.
- Controlled drugs, such as SCHEDULE #2 DRUGS (Ritalin, Adderall, Concerta, etc.) may **NOT** be self-carried and self-administered by students. A “*Prescriber and Parent/Guardian Request*” must be completed and signed by the physician and parent/guardian for school clinic personnel to carry and administer the medication to your child.
- The medication must be in its original container and, if it's an over-the-counter medication, the bottle must be new with an unbroken seal. All medications must have a fixed label which indicates the student's full name, name of medication, dosage, method of administration, time of administration and time interval of dosages. Unlabeled medications will **NOT** be accepted.
- Place **ALL** medication in one ziplock bag, labeled with the student's full name, date of birth, and grade level. Parents/guardians must bring in the medications to the nurse (**only for the medications that will be carried and administered by school clinic personnel**). Students can **NOT** bring medication to school. Students that are self-carrying/self-administering medications must be responsible to bring, carry, and administer the medications from start to end of the scheduled time written by the physician.
- New medication forms must be re-submitted each school year, and are **necessary for any changes in medication orders**.
- If your child is taken off medication or will no longer receive it at school, please put your request in a dated, written note as soon as possible, accompanied by a physician's signed order to discontinue the medication. If the medication is not picked up by parents from the health aide or school office within 30 days, it will be properly disposed of.
- If your child has **asthma/severe allergies/diabetes/seizures**, the physician must fill out and sign the action/health care plan(s) provided. This will guide on how to care for your child, when to give the medications (epi-pen, benadryl, inhaler, insulin, diastat, etc.), and when to call 911 in case of a life threatening episode
- *****Emergency Medications:** insulin, diastat, asthma reliever inhalers, and epi-pens can be self-carry/self-administer medications when the “*Self-Administration of Medication*” form is completed and signed by the physician and parent/guardian.

Sonum Patel (District School Nurse)
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