



FAIRVIEW PARK CITY SCHOOLS

ADMINISTRATIVE OFFICES

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LETTER TO PARENTS/GUARDIANS: Medication Policy for 6th Grade Mohican Field Trip

Consistent with our district and building policy, during a field-trip, 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 the field trip. 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.

- Complete form labeled “*Prescriber and Parent/Guardian Request*” for all prescription and over-the-counter/non-prescription medications that you want school 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 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.) are **NOT** to 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 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 by the due date (**only for the medications that will be carried and administered by school personnel**). Students that are self-carrying/administering medications must be responsible to bring, carry, and administer the medications from start to end of the field trip.
- If your child has **asthma/severe allergies/diabetes/seizures** or requires an **inhaler/breathing treatment/epi-pen/Benadryl/insulin/glucagon/diastat**, or other medications related to 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. If an action/healthcare plan was already turned into the clinic, please contact the nurse.
- **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.

Medication forms and Action/Health-Care Plans due by: **Monday, September 23, 2019, no later than 3:00 pm**

Medication(s) due by: **Friday, October 4, 2019, no later than 3:00 pm**

Sonum Patel (District School Nurse)

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