

New medication procedure changes, effective immediately. Please read carefully.

When a student has a medication in the clinic to be administered during the day and they have ran out of the medication, I will send the empty bottle or container home with them. Please make sure to send a dated note with your signature, along with how many tablets or the quantity of medication you are sending to the school, and have your student bring it directly to the clinic once they arrive at school. I will verify with a witness how many are received, and then will call AND email you to verify. I apologize for the inconvenience, however, this is for the safety of all of our students. If you are not receiving an email, please contact me or the office to update your email address we have on file.

Second, any and all medications (including over the counter medication) will be **required to be PICKED UP by a parent/guardian or other authorized adult** if there is any remaining medication at the end of the school year or at the end of the administration date. **We will be unable to make any exceptions to this procedure.** Students are not allowed to keep ANY medication (including but not limited to inhalers and over the counter medications) with them during the day unless a doctor has signed a form giving the student permission to keep a medication on their person at all times, this includes inhalers.

And finally, if you have noted on your child's Health Information Form that they have a life threatening medical concern (i.e. Asthma, Seizures, Severe Allergy) and have not provided the clinic with medication or with a letter from you or your child's doctor stating there will not be a medication kept at school, this could **hinder your child being allowed to leave campus for a field trip or extracurricular activities.** Please provide the appropriate medication or letter as soon as possible.

Please feel free to call or email with any questions or concerns.

Thank you for your help and cooperation to keep our students safe!

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