



201 East 12th Street
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Dear Parent/Guardian,

We **strongly discourage** medications be given at school. Medications are seldom necessary during school hours. If a medication is absolutely essential during school, it will be given only in accordance with Colorado State Law and School District 9R policy. Medication administration to students during school hours shall be done as follows:

1. You may come to the school and dispense needed medications to your child yourself.

OR

2. The school can administer medication only if the following have been completed:
 - a. Authorization to Administer Medication form is on file with physician's signature, parent's signature, and medication dispensing information.
 - b. All medications must be FDA approved. We cannot dispense vitamins or dietary supplements.
 - c. Parent must provide prescription medication in a pharmacy bottle labeled with student name, date, physician's name, name of medication, dose, and time to be given.
 - d. For any over the counter medication that is not supplied by the health office, parent must provide FDA approved medication in the original package.
 - e. We prefer that **a parent personally** bring the medication to the Health Office. However, if you must send the medication to school with your child, it has to be sent **in a sealed envelope with your signature and the quantity of medication in the package written on the inside of the envelope.**

Please consider that TID (three times a day) medications do not need to be given at school. Giving them before school, after school, and at bedtime spaces the doses out more evenly through the day.

Thank you for understanding in following these requirements of Colorado State Law and School District 9R policy and promoting the safety of your child during school hours.

Sincerely,
Health Services Staff

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