

Administration of Over-the-Counter Medications in the Schools – Parent Letter

Dear Parent:

Beginning with the 1995 – 1996 school year, and there after, clinic attendants and school nurses will be allowed to administer over-the-counter medications to students at the request of the parent, only if the medication is in its original container **AND** the information below is completed, signed and returned to the school.

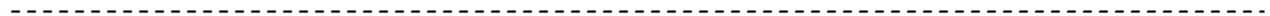
If the medication is to be given for more than five school days, a follow-up form will be sent home that **MUST** be completed by your physician.

All medication will be given by the clinic attendant, school nurse, or the principal designee and the form will be kept on file until the end of the medication period.

Westmoreland County School’s Regulation strongly recommends that all medication be delivered to school by an adult. Please remember to pick up the unused portion of the medication. If the unused portion of medication is not picked up within 7 school days, the medication will be discarded. Thank you for your cooperation in this matter.

Sincerely,

Principal



OVER-THE-COUNTER MEDICATION REQUEST

Student: _____

Name of Medication: _____

Specific time(s) and dose (s) to be given at school: _____

Length of time to be given: _____

Signature: _____ Date: _____

NOTE: PLEASE RETURN THIS FORM OR A NOTE CONTAINING THE ABOVE INFORMATION WITH MEDICATION TO THE ATTENTION OF THE SCHOOL NURSE.

Adopted: September 13, 1999