



THE PLACE TO BE

ADMINISTERING MEDICINES TO STUDENTS

JHCD-1E

DATE: \_\_\_\_\_

RE: \_\_\_\_\_

(Student)

Dear Parent / Guardian,

It has come to my attention that you have requested a member of our staff to administer a form of medication to your child while here at school. The parent must request in writing, in advance, that your child be given medication at school as stated in the Lancaster's City School Board's policy JHCD, adopted March 11, 1999.

In your child's best interest, the school office, school nurse and classroom teacher must all be informed of your child's special condition. The needed information is outlined on the attached form.

Please complete, along with your physician, a copy of the attached form and return it to the school office whenever your child must have someone at school give him/her medication at school. Every item must be answered completely for the school to be authorized to administer the prescribed medication. Additional forms will be available from the principal's office whenever you need them.

If these arrangements are not made, then you will have to make other arrangements to have someone come to school to give your child the needed medication.

The prescribed medication(s) must be received at school in the container in which it was dispensed by the physician or licensed pharmacist showing the drug store's name, the child's name, the physician's name, the name of the drug, strength and directions for usage. If the physician gives samples of a medication, he/she must indicate directions on a prescription blank for school officials, including the child's name, name of the drug, the strength of the drug and the directions for usage.

The parent must agree to submit a revised statement signed by the physician if the previously provided information changes.

A student may possess and self-administer a metered dose inhaler or dry powder inhaler to alleviate asthmatic symptoms upon written approval of the student's physician. A student may also possess and self-administer an epinephrine autoinjector to treat anaphylaxis upon written approval of the student's physician. The physician's approval must include a number of specific items that must be provided by law as indicated on the attached form. If the student is a minor, the written approval of a parent is also required. The school principal and school nurse must receive such written approval prior to the student possessing the inhaler or epinephrine autoinjector.

Sincerely,

\_\_\_\_\_

Principal

\_\_\_\_\_

School Phone

Number & Fax Number