

Letter To Parents

Medication Policy

TO: Parents/Guardian of _____

FROM: Cuyahoga Heights School Clinic

DATE: _____

SUBJECT: Medication Policy

To protect your child's safety, the clinic staff will adhere to the following medication policy. It is required that **BOTH** the parent **AND** prescriber signatures are on file before any prescription OR non- prescription medication is administered. This includes all medications including such over-the-counter products such as Tylenol, Advil, etc.

Although this may cause some inconvenience, we feel that this policy is best for the continued protection of your child, and must be followed. **If we do not have your written permission and the written permission of your prescriber, the medication will not be given.** Permission forms can be obtained by contacting the clinic staff.

In order for your child to receive any medication at school, please confirm the following:

- A written request must be obtained from the prescriber and the parent/guardian. This request must include the name of the medication, dosage, time it is given during school hours, and duration. Forms are available at the school.
- A signed prescriber and Parent request for the Administration of Medication at School is required in order to dispense medication.
- The Medication must be in its original container and, if 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 Name, medication, dosage, and method of administration, time of administration and time interval of dosages.
- When the empty prescription bottle is returned to you, please bring the refill into school promptly.
- The medication and the signed permission form must be brought to the school by the parent/guardian. **Students may not bring medication to school.**
- **Please include a photo of your child with the permission form.**
- New request forms must be re- submitted each school year, and are **necessary for any changes in medication orders.**
- If your child is taken off medication or will no longer receive it at school, please put your request in a dated, written note as soon as possible, accompanied by a prescriber's signed order to discontinue medication. If the medication is not picked up by parent/guardian from the school within 30 days, it will be properly disposed of.
- Medication will not be administered without a signed order from the prescriber or Prescriber and Parent Request for the Administration of Medication at School.

Please contact the Building principal or clinic staff at Cuyahoga Heights Schools if you have any questions. Thank you for your cooperation.