

120 Fisher Avenue, Roxbury, MA 02120 Phone: 617-566-2361 Fax: 617-566-2373

Dear Parent/Guardian:

We would like to inform you of the policies that have been put in place to ensure the health and safety of children needing medications during the school day.

Our school district requires that the following forms must be on file in your child's health record before we begin to give any medicine at school:

1. **Signed consent by the parent or guardian** to give the medication. Please complete the consent form and give it to your school nurse.

2. **Signed medication order**. The written medication order form should be taken to your child's licensed prescriber (your child's physician, nurse practitioner, etc.) for completion and returned to the school nurse. This order must be renewed as needed and at the beginning of each academic year.

- Medications should be delivered to the school by **parent or guardian**.
- Medications should be in a pharmacy or manufacturer-labeled container.
- Please ask your pharmacy to provide separate bottles for school and home.
- No more than a thirty-day supply of the medicine should be delivered to the school.

3. **Yearly Up to Date School Physical** required for students who participate in sports or after school activities.

When your child needs a medication to be given during the school day, please act quickly to follow these policies so we may begin to give the medication as soon as possible. Thank you for your help.

Sincerely yours,

Barbara L. Grant, RN, BSN
School Nurse
Phone: 617-566-2361 ext.4067
Fax: 617-566-2373