

Dear Parent/Guardian,

This letter is to inform you of important updates to our district's medication administration procedures, which went into effect in August 2025.

The updated procedures have been implemented to ensure the safety and well-being of all students and to ensure that all medications- **BOTH PRESCRIPTION AND OVER-THE-COUNTER-** are administered in accordance with current medical standards and state regulations.

Summary of School Medication Administration Procedures:

1. **Written Authorization Required:** A completed “**Medication Administration Consent & Medication Order Form**” **must be signed by BOTH a parent/guardian AND a licensed healthcare provider.** This form must be submitted for ANY medication to be administered at school, **including both prescription medications** (EpiPens, inhalers, seizure medication, antibiotics, etc.) **and over-the-counter medications** such as Tylenol or Motrin. A copy of the form can be found on the district website.
2. **Original Packaging:** All medication must be delivered to the school nurse in original, unopened, labeled packaging by a parent or guardian. *Students may not transport medications to or from school.*
3. **No Stock Medication:** The school will not provide stock over-the-counter medications. If your child may need items such as Tylenol or Motrin during the school day, you will need to provide the nurse with the appropriate documentation (Medication Administration Consent & Medication Order Form) AND the medication.
4. **Self-Carry Restrictions:** Students are NOT permitted to self-care medication, except in cases where a healthcare provider has authorized it in writing (example: inhaler or EpiPen) *and* it has been approved by the school nurse.

We understand that changes to establish new routines can be challenging, but please know that these procedures are in place to protect your child's health and ensure appropriate care is given during the school day.

Thank you for your cooperation and understanding as we work together to support the health and safety of all students. Should you have any questions or concerns, please contact your child's school nurse.

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