



NORTH WARREN REGIONAL SCHOOL DISTRICT

November 1, 2010

Dear Parent/Guardian:

The North Warren Regional School District would like to share with you the procedure for the use of medications in school. It is recommended that prescription and non-prescription medication, including over the counter medication, be administered at home whenever possible. However, the district recognizes that some students would be unable to attend school without receiving medication during the school day. Therefore, district policy and state code will permit the administration of prescription and non-prescription medication, including over the counter medication, only under the following conditions:

1. Upon entering the building, students in possession of patent, prescription or other types of drugs must report to the nurse's office and register the drugs with the nurse.
2. Prescription medicines cannot be taken in school without a **written statement from the doctor** and a written request signed by the student's parent or guardian. The doctor's written statement is to include:
 - a. Date
 - b. Student's name
 - c. The name of the medication
 - d. The correct dosage of the medication with instructions on administration
 - e. The time schedule for administering the medication
 - f. The dates of the medication is to be taken including a termination date when appropriate
 - g. Reason for administration of medication
 - h. The possible side effects of the medication and procedures to be followed if a reaction occurs
 - i. The telephone number of the doctor
 - j. If during the school year, your child requires medication to be taken during the school day, please access the North Warren Regional School District website, Health Office link, to obtain the Medication Administration Form, Parts A and B, that will need to be completed and provided to the school nurse.
3. Please note that no student may possess any medication, including over the counter drugs while in school, on school property, or during school trips. Over the counter drugs may be considered "substances" under Board Policy 5330, Substance Abuse. Disciplinary consequences, per the student Code of Conduct, may result.
4. Non-prescription medications, including over the counter (OTC) medications, cannot be administered in school without a signed request from the student's parent or guardian and **signed doctor's orders** (following items a-j above), with the exception of Tylenol, cough drops, and Benadryl (in an emergency), providing that the parent or guardian has signed the Medication Administration Part C Form on an annual basis.
5. Medications must be brought to school in its original container labeled by the physician or pharmacy (prescription medications) or by the parent (non-prescription medications). This label should contain the student's name, the name of the medication, and the dosage. Non-prescription medications, including over the counter medications, must be in the original container.
6. The District will incur NO liability for the use of unauthorized drugs.

Please do not hesitate to contact me if you have any questions or concerns about the above.

Sincerely,

Louis A. Melchor
Principal