Date: ___________________,

Dear Parents or Guardian,

On an occasional basis, students require prescription or over-the-counter **oral** medication to be administered at school. We are happy to administer the medication from an authorized staff member if the following guidelines are in place:

- The parent submits a written, signed and dated authorization and the request for medication from a licensed health professional on the same authorization form. This will include instructions from the health professional if the medication is to be given for more than fifteen days. **There is also a parent section at the bottom of the same form.**

- The medication must be in the original container and the pharmacy label must match the physician’s orders.

- The medication will be brought to the school and signed in by the parent or guardian (not the student). Please note, we cannot take more than a 30-day supply of oral pills.

- The directions for giving a medication **cannot** change without a new, correctly labeled prescription bottle, or direct order to the School nurse from the physician.

- Medications such as inhalers and epi-pens will be kept locked in the office until the Registered School Nurse has had an opportunity to assess the student and determine if the student demonstrates competence to carry and self-administer medications. All other medications may not be carried by students.

- No medication shall be administered by injection except when a student is susceptible to a predetermined, life endangering situation.

- Medications administered by routes other than oral (ointments, drops, nasal inhalers, or non-emergency injections) may not be administered by school staff other than registered or licensed practical nurses.

If you have questions, please feel free to call the office at (509) 345-2541.

Sincerely,

Sarah Kruger RN, BSN
Wilson Creek School Nurse