

# Calais Middle/Calais High School

September 2016

Dear Parent or Guardian,

Calais School Board policy discourages the dispensing of medications at school. Whenever possible, dosing schedules should be designed to allow a student to receive all prescribed doses at home. Medications needed during the school day may be administered in accordance with the following conditions:

- (1) The medication is turned into the school nurse in the original container with the prescription information intact. (Ask your pharmacist to prepare two packages- one for school and one for home).
- (2) The child's physician has authorized such medication by completing and returning the Medication Request Form.
- (3) The parent/guardian has signed and returned the Medication Request Form.

**There is a copy of the request form on the back of this letter.**

**Attached is a permission form for over-the-counter medicines including Tylenol and Ibuprofen.** The nurse's office stocks these two medicines so you do not need to send either of these into school. Emergency medicines such as inhalers and Epipens may be kept by students who have turned in a Medication Request Form. This form helps to ensure that the medication is used by the student for which it is intended.

Parents are reminded that the school nurse will provide oversight regarding medication administration at school; however, there is a strong likelihood that non-nursing school employees (secretaries) may actually administer the medication. Please do not hesitate to contact me if you have any questions regarding this policy. I look forward to serving your student's health needs this year.

Sincerely,



Ann Skriletz, R.N., M.S.N.  
School Nurse