



652 Willard Ave. Newington, Ct. 06111

Summer, 2009

Dear Parents:

For the protection of your child as well as the other children in school, we would like to review the policy for administering medication during school hours.

No medication will be administered to a student during school hours unless a written request from both parent and physician accompanies the medication. The term *medication* refers to all, including over-the-counter, pills, syrups, inhalers, drops, sprays and prescribed creams. Only ointments or lotions, such as sunscreens, Bacitracin, or Calamine can be sent in and used in school with written parental/guardian permission. No written doctor permission is necessary for these.

The medication, in its original container, should be brought to the school by a parent or responsible adult and delivered directly to the school nurse. Do not send in any medications with a student. In order for the school to safely give medication to your child, we need to know what, how much, when, for how long and why the medication is being given. Therefore, the label on the medication and the physician's written order must include the name of the medication, the dosage, the time of day to be given, the length of time to be given, and the diagnosis. This information and the medication are then kept confidential in the nursing office.

This policy will be in effect for any medication to be given in school whether the length of time is to be one day or for the school year.

Forms for your physician's authorization to administer medication during school hours can be obtained from the school nurse or office.

Please call the school nurse if you have any questions about your child needing to take medication during school hour.

Sincerely,

Thomas E. Maynard
Principal