



2009-2010 SY

Dear Parent/Guardian:

Welcome back to another school year. This is to remind you of the Opelika City Schools medication guidelines established by the State Department of Education. Please read the information provided and follow the directions so that we can continue to implement these guidelines with the least amount of difficulty for you and your child.

Prescription Medicine

If your child should need a prescription medication during school hours, including after school activities, you (parent/guardian) have the following choices:

1. You may come to the school and give the medication to your child at the appropriate time(s).
2. You may obtain a medication form from your child's school. **Your child's physician must complete all areas of the prescriber section and sign the form.** The form must include the medication needed, dosage, reason given, potential side or adverse affects and the number of times per day the medication is to be administered. You (parent/guardian) should also sign the form in the parent authorization section for Opelika City Schools to administer the medication. A new form **must** be completed if your child's medication, dosage or times administered should change during the school year.
If your child's physician feels that your child can self-administer his/her medication and has instructed your child on self administration, he/she may sign for your child to self-administer certain medications (asthma/emergency medications e.g. EPI-pens). Students may not self-administer any controlled medication, which would include ADHD medications.
3. You may discuss with your physician an alternative schedule for administering medication (e.g. outside of school hours).

All medications delivered to the school must be in an original container with your child's name and instructions on the container that match the medication authorization form.

Over-the-Counter Medicine

If your child should need an over-the-counter medication during school hours, you (parent/guardian) must fill out the medication form and return it to the school office. **The form should accompany the over-the-counter medication in the original container.**

Topical Medicine

We can no longer provide or apply antibiotic/anti-fungal/anti-itch type ointments at school. If your child should need any of these type ointments during the school day you may obtain a medication authorization form from the school office. Return the completed form and topical medicine to your child's school and the school nurse or medication administration assistant will be able to apply the ointment according to the directions on the medication form as long as the directions are in accordance to the topical medicine manufacturer.

There are certain medications or procedures that the State Department of Education and the Alabama Board of Nursing have deemed **can only be given or done by the license nurse** in the school setting. Please contact the school nurse or central office administration if you have questions or need further information.

Opelika City Schools does not keep any medication (e.g. Aspirin, Tylenol, Antacids) to administer to students or staff. Please do not ask school personnel to administer medication that does not follow the guidelines outlined above. Your child's safety is our number one concern. In fairness to those giving medication and to protect your child, there will be not exceptions to these guidelines. If you have any questions about the guidelines, or other issues related to the administration of medications in the schools, please contact the school nurse at the following number, 745-9700.

Thank you for your cooperation,

Catherine Davis RN

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Healthy Students Learn Better!

