



Letter to Parent Regarding Administration of Medication in School

Dear Parent,

West Harvey-Dixmoor School District 147 has a written policy to assure the safe administration of medication to students during the school day. If your child must have medication of any type, including over-the-counter drugs, given during school hours, you have the following choices:

1. You may come to school and give the medication to your child at the appropriate time(s).
2. You may obtain a copy of the medication form from the school nurse or school secretary. Take the form to your child's doctor and have him/her complete the form by listing the medication(s) needed, dosage, and number of times per day the medication is to be administered. This form must be completed by the physician for both prescription and over-the-counter drugs. The form must be signed by the doctor and by you, the parent or guardian. Prescription medicines must be brought to school in a pharmacy-labeled bottle which contains instructions on how and when the medication is to be given. Over-the-counter drugs must be received in the original container and will be administered according to the doctor's written instructions.
3. You may discuss with your doctor an alternative schedule for administering the medication (i.e. outside of school hours).
4. Self-medication: In accordance with G.S. 115C-375.2 and G.S. 115C-47, students requiring medication for asthma, anaphylactic reactions (or both), and diabetes may self-medicate with physician authorization, parent permission, and a student agreement for self-carried medication. Students must demonstrate the necessary knowledge and developmental maturity to safely assume responsibility for self-carry medications.
5. Please have the physician fill out an emergency action plan for children needing an epi-pen, asthma medications, or seizure medications. We also need a plan of care for children with diabetes signed by the physician.

School personnel will not administer any medication to students unless they have received a medication form properly completed and signed by both doctor and parent/guardian, and the medication has been received in an appropriately labeled container. If you have any questions about the policy, or other issues related to the administration of medication in the schools, please contact the Director of Specialized Services at 708-339-9500.

Thank you for your cooperation.