

William S. Hart Union High School District

Dear Parent / Guardian:

A student required to take, during regular school days, medications prescribed by a physician may be assisted by a school district nurse, the health assistant, or other designated school personnel, if the school district receives a written statement from the physician and the parent or guardian. Medication includes over-the-counter medication.

It is the practice of the Wm. S. Hart Union High School District that no employee give medication to a child. Whenever possible, parents should enlist their physician's cooperation to work out a schedule which will eliminate the necessity of administering medication at school. However, under special circumstances, when school attendance of a child is contingent upon uninterrupted medication necessitating a dose during the school day, and when the physician having responsibility for the medical care of the child makes a specific recommendation, an exception may be made. In such a case the following procedures must be followed:

1. Deliver the school a completed medication form or written statement from the physician detailing the method, amount, and time schedules the specified medication is to be taken.
2. Provide a written statement from the parent or legal guardian requesting the school district to assist the student according to the physician's statement.
3. Assure that each medication is in its original container, clearly labeled, with the pupil's full name, the physician's name and phone number, the name of the medication, dosage, schedule, and date of expiration of this prescription.
4. Inform the school when any medication change is made. This includes a change in the type or nature of medication, as well as a change in the dosage of medication.
5. Deliver to the school district nurse or health assistant only the medication to be administered. The parent or guardian should carefully monitor the amount of medication, which is sent to school, and when that medication is running low, should make arrangements to replace it.
6. If appropriate, provide a completed self-administration medication form or written statement from the parent / legal guardian, and the physician which authorizes the student's self-administration of an asthma inhaler.

Under no circumstances will school personnel be responsible for obtaining medication for any individual student.

This procedure was established to protect your child and to avoid the sharing of medication among pupils.

Please direct all further questions to your school principal or to the school district nurses at: 259-0033. School district nurses are Christine Amstutz, RN MN Ext. 368, Deborah Massarella RN BSN Ext. 233, or Alison Schmidt, RN PHN Ext. 215.

Sincerely,

Michael von Buelow
Assistant Superintendent