

Dear Parents:

In order to ensure student safety and health, All Saints' Academy has endorsed a policy for the administration of medications during school hours.

If your child must be given medication of any type during school hours, including over-the-counter medications, you have the following choices:

1. You or someone designated by you may come to the school and give the medication to your child in the Lower School office.
2. You may get a copy of the Authorization for Medication form from the school nurse and take it to your child's physician if the medication is a prescribed medication. The form must be filled out and signed by the doctor/nurse practitioner and the parent/legal guardian. Once completed, this form must be returned to your child's school before the medication may be given at school. A doctor's signature is not required for over-the-counter medications; however, an Authorization for Medication form is still required with the parent/legal guardian's signature.

OR

3. You may choose to discuss with your doctor/nurse practitioner a schedule for administering medication outside of school hours.

All medicine must be administered through the school office; students may not self-medicate. However, school personnel are not allowed to administer any medication to students unless the school has on file an Authorization for Medication form properly completed and signed by your child's doctor/nurse practitioner, and the medication has been received in the original labeled container from the pharmacy with complete dosage instructions. The school will not seek nor respond to verbal permission to administer medication.

Thank you for your cooperation.

Carolyn

Carolyn Baldwin
Head of Lower School