Dear Parent/Guardian:

We would like to inform you of the policies and guidelines put in place to ensure the health and safety of children needing medications, procedures, or treatments during the school day. Medications, procedures, and treatments at school require current written orders from a physician and a parent/guardian signature.

Our school district requires that the following information must be on file in your child's health record before we begin to give any medicine at school:

1. **A signed consent by the parent or guardian.** Please complete and sign the attached “Parental Consent and Medication Order” form and return it to the nurse.

2. **A signed order from the licensed prescriber.** The “Parental Consent and Medication Order” form should be taken to your prescriber for completion and be returned to the school nurse. This order must be renewed at the beginning of each school year. The enclosed “Parental Consent and Medication Order” form is attached for your convenience. You can also request for your prescriber to fax their own medication order documentation to PVCICS Health Office at (413) 582-7079.

3. **Medication** should be delivered directly to the nurse at school in a pharmacy or manufacturer-labeled container, by you or a responsible adult whom you designate. Medication should never be sent in with a student or handed to any other staff member that is not a registered nurse.
   
   - We must have parent/guardian signed permission, prior to drop-off. If a responsible adult, other than the parent/guardian, is dropping off the medication please ensure the paperwork is signed by only the parent/guardian and sent with the designated adult. Students are not allowed to bring the medicine to school themselves.
   
   - The pharmacy label must be written in English. Ask your pharmacist to provide separate bottles for school and home.
   
   - No more than a thirty-day supply of the medicine should be delivered to the school.

4. A parent or guardian must be responsible for picking up the student's medication at the end of the school year prior to 4pm on the last day of school.

   When your child needs medication, a procedure or treatment, during the school day, please act quickly to follow these steps so we may begin as soon as possible.

   Thank you,

   The School Nurses – Deirdre Yasutomo and Katharine Laventis