



August 1, 2018

RE: Distribution of Medication to Student at School

Dear Parent/Guardian,

Before any medication can be given to your child while they are at school, a School Medication Administration Authorization Form must be completed. **This form must be signed by both a parent/guardian and a physician. This includes both prescription and over-the-counter medication.** No medication will be given to your child without this signed form.

Prescription medication must be in a container labeled by the pharmacist or prescriber. If the child also needs to take the medication at home, your pharmacy can give you a duplicate, empty prescription bottle.

Over-the-counter medication must be in the unopened, original container with the label intact. Prescription medication will be counted in your presence when it is brought to school and noted in your child's medication log.

An adult must bring the medication to the school. No medication can be brought in by the student. This includes Tylenol and other medication for headaches, cough drops, and antacids.

**A physician's signature is needed for both prescription and over-the-counter medications.**

If you have any questions or concerns about this new policy, please do not hesitate to contact the school.

Sincerely,

The WMAES Team

