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**HAVERHILL PUBLIC SCHOOLS**

**Medication Policies and Procedures**

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dear Parent/Guardian:

We would like to inform you of the policies that have been put in place to ensure the health and safety of children needing medication during the school day.

It is the policy of the Haverhill Public Schools to administer medication during school hours **only when necessary. Morning/Daily medications must be administered at home prior to arrival at school.**

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

1. Signed consent/medication administration plan by the parent or guardian to give the medication. Please complete the enclosed consent form and give it to your school nurse.
2. Signed medication order. The written medication order form must be taken to your child's licensed prescriber (your child's physician, nurse practitioner, etc.) for completion and returned to the school nurse. This order must be renewed as needed and at the beginning of each academic year.
* Any change in the type or dosage of medication must be reported to the school immediately.
* Medications should be delivered directly to the school staff by you or a responsible adult whom you designate**. Medication must be in a pharmacy or manufacturer-labeled container.** Please ask the pharmacy to provide separate bottles for school and home. No more than a thirty (30) day supply of the medicine should be delivered to the school.
* Please provide a photograph of your child to help ensure positive identification of your child when he receives the medication.

When your child needs a medication to be given during the school day, please act quickly to follow these policies so we may begin to give the medication as soon as possible.

Thank you for your help and cooperation.

Sincerely,

 School Nurse

 Telephone:

Revised June 2015