



# Vanlue Local School

301 S. East St.  
Vanlue, OH 45890  
Phone: 419-387-7724  
Fax: 419-387-7722



August 19, 2015

Dear Parent/Guardian:

In case you are unfamiliar with the school's policy on the administration of medication to students by school personnel, we would like to bring you up to date on this matter. If your child must have medication **of any type** during school hours, including over-the-counter drugs, you have the following choices:

1. You may come to school and give the medication to your child at the appropriate times.
2. All medicines brought to school must be in the original container and proper forms filled out. The forms can be found on the school website [www.vanlueschool.org](http://www.vanlueschool.org) under the Forms link on the left side of the page.
3. All prescription medicines must have a pharmacy label.
4. No medicine can be accepted by school staff without a doctor's order and parent permission.
5. Any medicine (prescription or OTC) to be given by staff must have a written order from the doctor and parent/guardian permission.
6. Students can self-administer/carry 1 or 2 doses of over-the-counter medicines in the original container with a note from parent/guardian.
7. All medicines to be given by staff must be brought to school by parent/guardian and picked up when medicine expires or the end of the school year. It will be disposed of at the end of every school year.
8. If your child is subject to unusual health hazards such as an allergy to certain foods or bee stings, and/or requires special medical intervention (e.g. asthma, diabetes, etc.) please notify the principal.
9. Diabetic students: The school staff will follow the Education Plan for "Care of Diabetic Students at School." Contact the school if any changes or updates to your child's plan.
10. Some students may need to self-medicate for certain chronic health conditions. Students who need to self-medicate with a prescription drug (i.e. inhaler, Epi-pen, oral prescription medications, etc.) must have an authorization form on file at school which includes the physician and parent/legal guardian signatures. Forms are available on the school website.

School personnel will not administer **ANY** medication to students unless they have received a medication form properly completed and signed by the doctor; and the medication has been received in an appropriately labeled container. In fairness to those giving the medication and to protect the safety of your child, there will be no exception to this policy. If you have any questions about this policy, or other issues related to the administration of medication in the schools, please contact the principal. Thank you for your cooperation!