

MIDFIELD CITY SCHOOL SYSTEM
416 PARKWOOD STREET
MIDFIELD, ALABAMA 35228

August 2013

Dear Parent(s) or Guardian(s):

This letter is to inform you that major changes have been made to how the schools will be administering medication to students. These changes are the result of collaborative efforts of the Alabama State Department of Education and the Alabama Board of Nursing. The Midfield City School System is required to implement these changes within our own policies regarding medication administration in the school setting. These requirements will remain the same for the 2013-2014 school year.

- **All prescription medications AND non-prescription medications (over the counter) will require the enclosed authorization form which must be completed by both you and your child's doctor.**
- If at any time you child's medication is changed, a new authorization form is required.
- The school does not provide over-the-counter/non-prescription medications for your child.
- **ALL medications - prescription AND non-prescription - must be in the original container.** We cannot accept medication in ziplock bags, old pill bottles, saran wrap, hand-held, or other similar containers.
- **For non-prescription medications, you must label the container by placing the child's name on the original container (box, etc.). Non-prescription medications can only be given as your doctor prescribes on the authorization form.** Parents must also supply the school with the medicine syringe, medicine cup or medicine spoon for any liquid medication. These can be found at any Wal-Mart, K-Mart, CVS, etc. The parent or pharmacist must pre-cut any table medication if the prescribed dosage requires a reduced size (1/2 tablet, etc.).
- **If your child has been taken to a doctor and prescribed a NEW medication, the first dose of the medication must be given at home.** We will not be administering the first dose of any medication here at school as a precaution against an adverse reaction.
- **MOST IMPORTANTLY, children will not be allowed to bring medication to school or to take it home. A parent or guardian MUST bring his/her child's medication to school and pick it up from school.**

Health personnel will only be allowed treat cuts, bumps or minor injuries with soap, water, band-aids, and ice bags. Also, **please remember to provide current telephone and emergency contact numbers so that we can immediately contact you in the event of an emergency or in the case of illness.** Your child's health and safety is important to us. Thank you for your cooperation and support.

Respectfully,

Midfield City School Nurses