



February 7, 2019

Dear Parent/Guardian:

I wanted to inform you of some changes concerning medication intake, which is our process for accepting prescription medications and over the counter medications. These changes are not meant to inconvenience you, but to protect your child.

All medications, prescription or over-the-counter, can only be accepted by the school nurse. If you are planning to bring medication for your child, please call the school ahead of time to ensure that the nurse will be available. I understand your time is precious, and we do not want you to go to the school to drop off medication and be told that the nurse is not there and to come back another time. By working directly with the nurse regarding medication intake, it will provide us the opportunity to get any other needed information then, instead of the nurse calling you later.

If you are bringing a controlled medication, your school nurse will need to look up the pill on Pill Identifier to ensure it is the correct pill before you and the nurse sign the count sheet. As nurses, it is our responsibility to know what we are giving and that it is the correct medication as labeled.

Lastly, if you are bringing over-the-counter medications, they must be in the original, unopened container with the label intact. The nurse will not be able to accept if the bottle has been previously opened.

Please do not hesitate to contact your school nurse or me should you have any questions or concerns.

Sincerely,

Tricia Ulch, BSN, RN
School Nurse Coordinator
803-321-2620