

**GREENE COUNTY SCHOOLS
SCHOOL HEALTH SERVICES**

993 Hal Henard Road
Greeneville, TN 37743

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LETTER TO PARENT REGARDING MEDICATION AT SCHOOL

Dear Parent:

In case you are unfamiliar with the school's policy on the assisted self-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 the school and give the medication to your child at the appropriate time.
- (2) You may use the enclosed copy of the "Permission for Medication" form or obtain a copy from the school secretary, nurse, or system website.
- (3) **This form must be completed for both prescription and nonprescription medication.** The form must be signed by the doctor if your child is on a long term medication (longer than four weeks).
- (4) Medication must be brought to school by the parent or guardian. Students are not allowed to transport medications to school.
- (5) Prescription medications must be brought to school in a pharmacy-labeled bottle which contains instructions on how and when the medication is to be given. Non-prescription medication must be received in the original container with the child's name written on the bottle.
- (6) You may discuss with your doctor any alternative schedule for administering medication (e.g., outside of school hours). If medication is ordered three times a day, it should be given before school, after school, and at bedtime unless the doctor states otherwise.

School personnel will not assist with any student medications unless they have received a medication form properly completed, and the medication has been received in an appropriately labeled container. Medication brought to school in envelopes, baggies or aluminum foil **will not be given** to any child. In fairness to those assisting with medication and to provide for the safety of your child, **there will be no exceptions to this policy.**

If you have any questions about the policy, or other issues related to the assisted self-administration of medication in the schools, please contact the system school nurses at 423-798-2646.

Thank you for your cooperation.
Greene County School Nurses