



2023 - 2024
Administration of Medication at School

Dear Parents, Guardians, and Group Home Staff,

The purpose of this letter is to inform you about the LISD's administration of medication policy and health information. First,

- **Medications need to be brought to school by the parent/guardian in person unless other safe arrangements are made with your student's teacher or the school nurse.**

It is required to have the LISD **Prescriber Order & Medication Administration Consent** form renewed annually by your student's health care provider. Please return the completed form for the 2023 - 2024 school year prior to or by the first day your student attends school. Attached with this letter is a blank form for your use. Please keep in mind that we need a completed form for **both** prescription and over-the-counter medications. **The only exception is a prescriber's order is no longer needed for over-the-counter topical preparations, provided we have your permission.**

- *LISD staff will not be able to administer medication during the 2023-2024 school year without this authorization from your child's health care provider. If we do not receive the completed **Medication Administration Consent & Licensed Prescriber Order** form by the first day of school, you will be notified. You may either choose to come to school and administer the medication yourself or wait until your child is home to give it.*
- *It is permissible to have your child's health care provider send orders on their letterhead provided all the same information is included as on the LISD form, **along with your dated signature.***
- *It is acceptable to have the above information faxed to the district nurse or sent as an attachment in an email.*
- *All prescription medication will only be administered from containers with **CURRENT** pharmacy labels, which include the student's name, current date, name of medication, dosage, and time the medication is to be given.*
- *All over-the-counter, vitamin, and homeopathic medication must be in its original packaging.*
- *School personnel cannot accept medication that is brought to the school wrapped in tissue, baggies, or plastic containers.*

Please disregard this letter if your student takes no medications during the school day. If you have questions about the administration of medication at school, please feel free to contact me at 517-265-1689 or your student's program supervisor. Here's to a great new school year!

In Good Health,

Brittney Hauch
LISD District Nurse
Telephone: (517) 265-1689
Fax: (517) 263-2890
Email: brittney.hauch@lisd.us