



Medication Instruction Letter

Dear Parent/Guardian,

If it is necessary for your child to be taking medication during school hours or on field trips, please have the ***Administration of Medication at School form*** completed and signed by parent/guardian and your medical provider each year. Orders are required for all medication, including over the counter medication, and procedures must be renewed annually. Parent/guardian must also sign. ***Action Plans*** are used to give more detailed instructions for medical conditions (**seizures, diabetes, severe food and sting allergies, asthma, or other conditions as needed**). These forms and information is on the school web site at lcjvs.com under forms>student forms>medical forms. **Students who have potentially life threatening medical conditions must have medication orders and Action Plans at school before attending any field trips for safety reasons.** Orders may be completed and returned to school or may be faxed to (440) 774-6421 or (440) 774-2144.

Please note:

- Every procedure or medication requires a separate order (ADDITIONAL FORMS ARE ON THE SCHOOL WEB SITE lcjvs.com)
- Medication should be **sent in an original pharmacy container**
- Include side effects
- Include special storage instructions, if needed
- Include start and discontinue dates, dosage and time of administration
- **ASTHMA** medication must specify action to be taken in the event medication is not effective and if student may carry and self administer. Medication may be ordered on the Asthma Action Form.
- **DIABETES:** Please use the **Diabetes Management Plan and Medical Orders** for orders and the Diabetes Action Plan for directions on emergency care. Specify test times and if student may carry and self administer and the amount of supervision required.
- **SEIZURE INSTRUCTIONS:** We ask that the Seizure Disorder Action Plan be completed. Medication is ordered on the Administration of Medication at School form.
- **FOOD ALLERGY/ STING INSTRUCTIONS:** The Medication and instructions are ordered on the **Food/Sting or Severe Allergy Action Plan**. *Please note law requires when auto injectors/epinephrine are ordered the prescriber **must include:** specific directions about training and ability to carry and self administer, and a backup dose must be provided to school. Whenever used, assistance is required from EMS.*
- **EMERGENCY ACTION PLAN:** Used for medical conditions where additional directions can be given on various other types of medical conditions.

Unused medication will be discarded if not picked up at the end of the year. If you wish medication to be sent home with your child, please send a written note authorizing us to do so. It may not be transported by student on a school bus.

Thank you for your help and if you have questions or need assistance, please call (440) 774-1051 ext. 2228.

Linda Mahar R.N., B.S.N.

Revised 4/11 MKW