

SUPERINTENDENT

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December 7, 2018

Dear Parents / Guardians,

In order to comply with the EPS school board policy on the administration of medication in the schools, **beginning on January 7, 2019**, over-the-counter medications will no longer be provided by EPS. Should it be necessary for a student to take medication during the school day (whether prescribed or over-the counter), EPS will work with physicians and parents to meet the following requirements:

- A. Receive and have on file a written order from a physician stating the student's name, medical condition requiring use of medication, name of the medication, directions for administration of medication, and clarification if medication may be self-administered. This includes all over-the-counter medications such as Ibuprofen, Tylenol, cough drops, topical ointments (antibiotic cream, hydrocortisone cream).
- B. Have on file written permission from the parent to allow the school to administer, or the student to self-administer medication, including over-the-counter medications. Forms are available at each school in the nurse's office.
- C. Medication must come to the school in the original prescription container, or if it is over-the counter, SEALED in the original container with all warnings and directions intact.
- D. Asthma Action Plans and Allergy Action Plans may be used for asthma and anaphylaxis prevention medications.
- E. All prescription and over-the-counter medications will be kept in their original containers in a locked medicine cabinet.
- F. Use or administration of medication on school premises may be disallowed or strictly limited if it is determined by the Superintendent, in consultation with medical personnel, that a threat of abuse or misuse of the medicine may pose a risk of harm to a member of the student population.
- G. The students shall take extraordinary precautions to keep secure any medication or drug and under no circumstances shall make available, provide, or give the item to another person. The student shall immediately report the loss or theft of any medication brought onto school campus. Violation of this regulation may subject the student to disciplinary action.

You may view the complete school board policy on the administration of medications on the EPS website. If you have any questions, please contact the school nurse at your student's school. Thank you for your assistance in keeping all of our students safe and healthy.

Sincerely,

Superintendent

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