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***A Tradition of Excellence – A Vision for Tomorrow***

Dear Parent/Guardian:

**This letter is to inform you of the Lee County Schools medication guidelines established by the State Department of Education and Alabama Board of Nursing.**

***Prescription Medicine:*** If your child should need a prescriptionmedication during school hours, including after school activities, you (parent/guardian) have the following choices:

1. You may come to the school and give the medication to your child at the appropriate time(s).
2. You may obtain a Prescriber Parent Authorization (PPA) from your child’s school or from the Lee County Schools website. **Your child’s healthcare provider MUST complete all areas of the prescriber section and sign the form.** The form must include the medication needed, dosage, reason given, potential side or adverse effects and the number of times per day the medication is to be administered. You (parent/guardian) should also sign the form in the parent authorization section for the school nurse to administer the medication. A new form **must** be completed if your child’s medication, dosage or times administered should change during the school year. If your child’s healthcare provider feels that your child can self-administer his/her medication and has instructed your child on self-administration and safety, he/she may sign for your child to self-administer certain medications (asthma/emergency medications e.g. Epi-pens). The school nurse will have you and your child complete the Medication Self-Administration documentation and demonstrate proper administration and safety of that medication before they can be allowed to self-administer medication during school hours and activities. If your child’s healthcare provider feels your child should keep his/her medication on person, you and your child will also have to complete the Medication authorization to keep his/her medication on person before your child will be allowed to self-carry medication during school hours and activities. Parents of students who self-carry/self-administer medications are responsible to notify the school nurse and complete the appropriate forms.
3. You may discuss with your healthcare provider an alternative schedule for administering medication (e.g. outside of school hours).

**All medications delivered to the school must be in the original container with a pharmacy label (in English) stating your child’s name and instructions on the container that match the Prescriber/Parent Authorization Form.**

* ***Over-the-Counter (OTC) Medicine:*** If your child should need an OTC medication during school hours, you (parent/guardian) must fill out the PPA form and return it to the nurse’s office. After the medication has been on campus for 10 days, the medication will either need to be picked up or we will need a PPA form with the doctor’s signature in order to continue administering. If a prescriber PPA form is not provided, and the parent has not picked up within 7 days of being notified the medication will be disposed of by the school nurse. **OTC medication must be age appropriate and will be given per the manufacturer’s recommendations.** Students under the age of 12 **will not** be given adult strength OTC medication unless your child’s healthcare provider completes the PPA form. The school nurse will not give aspirin or medication containing aspirin (e.g. Excedrin) unless your child’s healthcare provider has completed the PPA form. **The PPA form should be completed for all OTC medications and the medication should be in their original unopened container.** Students may self-administer **sunscreen** without written consent of parents. However, if school staff is asked to apply sunscreen, a PPA form must be completed.
* **Lee County Schools Nursing Staff will not administer herbals or supplements. All medications must be FDA approved.**
* There are certain medications or procedures that the State Department of Education and Alabama Board of Nursing have deemed **can only be given or done by the licensed nurse** in the school setting. Please contact the school nurse if you have any questions or need additional information. **First doses of all medication must be given at home and the student needs to remain at home for 24 hours.**
* Lee County Schools do not keep any medication (e.g. Aspirin, Tylenol, Antacids, Neosporin, etc.) to administer to students or staff. Lee County Schools first aid supplies/medications kept in the Nurse’s office are limited to Vaseline, Saline Solution, Saline Wound Wash, Peroxide, Aloe Vera, Lotion,Chapstick, Sting Away, Rubbing Alcohol/Alcohol Pads and Mints. Lee County Schools require that siblings needing the same OTC medication at school have their own separate bottle of medication and all previously stated guidelines must be followed per child. Your child’s safety is our number one concern and there will be no exceptions to these guidelines. Lee County Schools follow the Alabama Board of Nursing Medication Curriculum. All nurses and medication assistants receive annual training/monitoring.

If you have questions about the guideline, or other issues related to the administration of medication in the schools, please contact the school nurse at your child’s school.

Thank you for your cooperation,

*Lee County School Nursing Staff*