



Mr. Jerome R. Belair  
*Superintendent of Schools*

Mr. Craig C. Powers  
*Assistant Superintendent*

Dear Parent:

For the added safety of students, the Waterford Board of Education has revised policy 5141.21 on administration of medications to students. The policy covers not only prescribed medication to be taken during the school day (or at a school sponsored event) but also aspirin, aspirin substitutes, and all other over the counter medications.

The policy states that students may take medications at school only after the district's authorization form has been completely filled out, signed by both the student's authorized prescriber and a parent/guardian, and is on file at the school. Permission forms for the administration of medications may be obtained at each school. If you have questions regarding procedures, please contact the principal or school nurse.

The school nurse will administer medications when she or he is on duty; in the absence of the nurse, other licensed nursing personnel, trained principals, or trained teachers may give medication (which may include controlled drugs). The policy also allows students to self-medicate with a written order from their physician/dentist and from their parent/guardian.

Medication, including sample medications, must be delivered by an adult and must be in containers labeled with the name and strength of medication, name of patient, prescribing physician, and directions for taking the medication. No more than a forty-five day supply of medication can be kept at school.

Thank you for your cooperation. We recognize the added problems for parents in adhering to this policy, but the procedures are necessary to comply with State requirements. We will work with you to make compliance as smooth as possible.

Sincerely,

Jerome R. Belair  
Superintendent of Schools