



STUDENT SERVICES

Carol A. Zepecki, Ed.D. - Director, Student Services
Linda Lenoir, R.N., MSN - District Nurse (650) 329-3766

INFORMATION FOR PARENTS REQUESTING SCHOOL PERSONNEL TO ADMINISTER MEDICATION DURING SCHOOL HOURS

Dear Parent(s)/Guardian(s):

Medical treatment is the responsibility of the parent and the family physician; medications are rarely given in school. The only exceptions to this general rule involve special or serious problems. The school district will consider assisting in administering medication only when it is deemed absolutely necessary to give the medication during school time and only when the school has received appropriate statements from both the parent and attending physician regarding the administration of that medication.

Parents are advised that a school nurse serves more than one school and is not available to administer medications. The principal, secretary, or other designated employee, therefore, will likely be the person administering the medication. Because it is not deemed the responsibility of schools or school personnel to administer medications, **parents are urged**, with the help of the family physician, to work out a schedule of giving medication outside school hours.

Parents must provide the school with a written statement (Medication Required During School Hours) from the attending physician which gives specific directions for the administration of the medication to be given at school. California law requires that the physician's statement detail "the method, amount, and time schedules by which medication is to be taken." (CEC §49423)

California law also requires that before any medication can be administered, the District must receive a signed release from the parents/guardians (Parent/Guardian Statement) indicating their desire that the school district assist the pupil in the manner set forth in the physician's statement. (CEC §49423)

Finally, the attending physicians must renew medication for non-episodic orders in a release, signed by the parents/guardians at the beginning of each school year or upon entrance to school.

(Health Technician/Secretary)

(Phone Number)

(School)

(Fax Number)