

Medication Administration Parent Letter

Dear Family,

Washington State law allows the staff at our site to give medication, prescription or over the counter types, to your child in limited situations. When it's possible, ask your child's Health Care Provider (HCP) to make a schedule for you to give medication at home, not during class time. If your child has a potentially life threatening illness we will need to have medication on site or provide documentation from a HCP stating the medication is not needed at school. **This must take place prior to your child's first day at school.**

We make sure your child's medication is given in a safe manner. We require all staff who administer medication to attend a training given by a Registered Nurse or a Physician. At this training they're taught how to give medication, how to safely store the medication, what their responsibilities are when they give medication and what to do in a disaster.

Before we give any medication to your child, we make sure these requirements are met:

1. As the parent/legal guardian, you must provide written authorization to give medicine to your child. We keep this on file, and include the name of the medication, the time/s it is to be given, how long to give it, the reason for giving the medication, how much to give, route, side effects, child's name, parent/guardian signature and the date the you gave us the authorization.
2. We need written authorization from your child's HCP for all prescription medications. The authorization must tell the name of medication, what the medication is being given for, route, how much to give, time and dates to be given, possible side effects, and the contact information for your child's HCP.
3. We may not give any medications past the days prescribed on the medication label, even if there is medication left.
4. We may not give your child any medication that has expired.
5. You must bring all medication in the original labeled, unopened container. The container must be labeled with your child's name and received directly from you.
6. All medications will be counted when received. We will keep a record of all medications received and/or given.

If your child's program is in a School District site:

- We will give your child medicines they can take by mouth (for example, inhalers, pills, syrups), creams, ointments and drops.
- Your child's HCP's authorization is required for all medications.

If your child's program is in a Non-School District Site:

- Your child's HCP's authorization is required for all prescription medications.
- Staff will give your child medication they can take by mouth and apply any creams, ointments or drops that have been prescribed by your child's Health Care Provider.

Thank you for working with us to keep your child safe at school,