



MEMO

TO: Attention Parents of Students on Medication

FROM: TCS Administration

DATE: October 27, 2008

RE: TCS Policy for Students to Self-Medicare

If your student is on a regulated prescription medicine that must be administered during school hours, on school transportation, during school events, or during after school care, we must know about this immediately. Normally, the office will administer the medication, and the medication will be kept in a locked cabinet in the front office. Under certain circumstances (i.e. inhalers/asthmatic, diabetic students to check blood sugar and take insulin, or students who use an Epi-pen for anaphylactic shock) your child may self-medicate. Students under this self-medication protocol are warned not to allow other students to use these medications or blood-testing devices. **Please be aware that students may not self-administer Advil, Motrin, Tylenol, Benadryl, and all other over the counter or prescription medications. All students must come to the office for this.**

If your child has been diagnosed as needing to use an inhaler or other medication as listed above parents or guardians must request in writing on an annual basis that the school allow their child to self-medicate for a particular ongoing medication. TCS must have a letter in its files from the child's doctor stating that the student has been diagnosed with the particular condition, and that the physician believes the student has demonstrated the understanding and ability to self-administer the medication. This letter should contain the student's name, dosage of the medication, time or times at which medication is to be administered, and appropriate usage of the medication. Along with this letter, TCS requires an additional form that is available on our school website under Immunization and Health Tips.

If you have questions or concerns regarding this issue please contact the office.