UNDERMOUNTAIN ELEMENTARY

HEALTH OFFICE

491 Berkshire School Rd

Sheffield, MA 012573

Office (413)229-8754 ext. 389 Fax (413)229-7871

Dear Parent/Guardian:

We would like to inform you of the policies that have been put in place to ensure the health and safety of children needing medication during the school day.

Our school district requires that the following forms must be on file in your child’s health record before we begin to give any medicine at school:

1. **Signed consent by the parent or guardian to give the medication**. Please complete the enclosed form and give it to your school nurse.
2. **Signed medication order**. The written medication order form should be taken to your child’s licensed prescriber (your child’s physician, nurse practitioner, etc.) for completion and returned to the school nurse. This order must be renewed as needed **and** at the beginning of each academic year.

You or a responsible adult whom you designate should deliver medications to the school in a pharmacy or manufacturer-labeled container. Please ask your pharmacy to provide separate bottles for school and home. No more than a thirty-day supply of medicine should be delivered to the school.

When your child needs a medicine to be given during the school day, please act quickly to follow these policies so we may begin to give the medicine as soon as possible. Thank you for your help.

Sincerely,

Jill Sweet, RN

School Nurse

Attachments: Written Parent/Guardian Consent

Medication Order