



AMERICAN HERITAGE
SCHOOL & FAMILY EDUCATION CENTER

January 16, 2017

Dear Parents,

Attached you will find a copy of our Medication Authorization Form. In order to administer medication to your student, we are required by law to have this form completed for each child if you want us to dispense any medication to them at school.

If you have a child that has any **prescription medication need** (including asthma inhaler or insulin) to be administered by our staff:

- Print the Request for Giving Medication at School form (attached).
- Fill out the form.
- **Have your physician sign the form.**
- Return it to the AHS front office.
- This form will be stored in our Health Office with the medication. No medication, including inhalers and EpiPens, will be stored in classrooms or with students without administrative approval.

If you have a child that may have an occasional **over-the-counter medication need**, including but not limited to Ibuprofen, Tylenol, antacid medication (such as Pepto-Bismol) or allergy medication (such as Benadryl):

- Print the Request for Giving Medication at School form (attached).
- Fill out the form. You **DO NOT** need to have a physician sign it as we have a Standing Doctor's Signature on file at our school to dispense over-the-counter medication after (1) a written authorization form is signed by parent, and (2) a verbal authorization is given by a parent in person or by phone at the time of dispensing.
- Return the form to the front office.
- This form will be kept on file in our health office, and we will speak with you each time before administering any over-the-counter medication to your child.

Thank you for your compliance and assistance regarding your student's health care while here at American Heritage School.