



## 2018-2019 School Year

Dear Parent/Guardian:

This letter is sent to inform and clarify important information regarding the administration of prescribed and over the counter medications to students during the regular school day while attending a St. Louis Public School.

**St. Louis Board of Education Policy #P5141.5 states it shall be the policy of the Board of Education to discourage the administration of medication to children during school hours. The administration will be restricted to medication that cannot be given on an alternative schedule; however, the district will offer reasonable accommodations to ensure that the student can still receive his or her medication. The board recognizes that some students may require medication for a chronic or short-term illness, injury, or disabling condition during the school day in order to enable them to remain in school and participate in their education. The board also recognizes that some disabled students may require the administration of medication during school hours if the medication is necessary for the student to benefit from the educational program. Neither prescription medication nor over the counter medication will be permitted in the school or administered in the school except in accordance with board policies and regulations. The AUTHORIZATION FOR ADMINISTERING MEDICATION TO STUDENT (OHS-14) and/or PERMISSION TO CARRY AND SELF ADMINISTER MEDICATION (OHS-15) form attached to this letter identify the process that **must** be followed for each student to have medication at school. Parents/guardians are responsible for providing all medications in a pharmacy or manufactured labeled container or package. The school will provide a secure, locked storage for medication with restricted access to only authorized personnel.**

Parents/guardians, or a responsible adult designated by the parent/guardian, **must** deliver all medication to the school and give it directly to the school nurse or the nurse's designee. **The school nurse will contact you when refills are necessary and all unused medication is to be picked up by the parent/guardian or adult designee at the end of the school year. ANY AND ALL UNCLAIMED MEDICATIONS WILL BE DISCARDED ON THE LAST DAY OF SCHOOL.**

The necessary forms can be obtained from the school nurse at your student's assigned school and he/she can clarify and help you with the process when your student needs medication. The authorization forms are also available for you or the prescribing doctors to use on our web site [www.slps.org](http://www.slps.org) under the Parents & Students Link by clicking on Student Health.

If there is need for additional information please contact the school nurse at your child's school. Thank you for your support.

801 N. 11th Street, Student Support Services, St. Louis, MO 63101 Phone: 314-345-4401 Fax: 314-345-2663