



EVERGREEN PARK ELEMENTARY SCHOOL DISTRICT 124

9400 South Sawyer Avenue • Evergreen Park, Illinois 60805 • 708/423-0950 • Fax 708/423-4292 • Web Site www.d124.org

Dear Parent/Guardian,

Following please find the policy for the administration of medication. Only those medications that must be given during school hours will be administered.

Parents and guardians must follow these guidelines for all medications, *including over the counter medication*:

- If your child has medical needs that require him/her to carry medication on his/her person, a **Physician's Order** form must be completed and the proper authorization initialed by the physician. The form must be signed by the physician and the parent/guardian.
- The parent or guardian must provide the medication. Medication sent to school in baggies, envelopes, school lunches, etc... will not be administered. Prescribed medication must be brought to school by the parent in a container labeled by the pharmacy with the following clearly stated:
 - Child's name
 - Physician's Name
 - Name of Medication
 - Prescribed dosage
 - Time to be administered
 - Special circumstances for administration of medication, if any
- All medication forms need to be filled out annually. **No medication will be kept for the following school year. All unused medication must be returned to the parent/guardian at the end of the school year.**
- The parent/guardian of the child must inform the school nurse of any changes in health status or medication. A signed **Physician's Order** form must accompany changes of medication.

The School will:

Store medication in the school health office, easily accessible to the nurse and designated school personnel. Medication will be inspected monthly for expiration date.

- Administer medication and record the date and time given.
- Annually review procedures with necessary staff regarding the basic first aid and medication treatment (e.g. inhaler, epipen) needed in emergency medical conditions such as anaphylactic shock, diabetes, asthma, and epilepsy.
- Support the self-administration of medication when carried out by the student.
 - An extra inhaler may be kept in the health office.
 - Under appropriate circumstances, students may have an adult supervisor temporarily hold the medication (i.e. inhalers and epipens) during gym or recess.
- Retain the discretion to reject, in a timely fashion, requests for administration of medicine at school.
- Provide emergency treatment by calling 911 in connection with, or as a result of, the administration of any medication or the general health condition of any student. School personnel will notify the parent/guardian immediately.

Sincerely,

Lisa Nelson, RN, CSN
Certified School Nurse
Evergreen Park School District 124
(708) 423-0950 ext. 2262

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Fax 708/229-8407

SOUTHEAST SCHOOL
98th St. and Francisco
708-422-1021
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