

June 12, 2009

TO: Parents/Guardians of students that keep medicine in the clinic.

SUBJECT: Medication and the End of School Year

The school clinic reminds parents/guardians that ***all medication must be picked up by the last day of school, no later than the time the students are dismissed.*** Medication left in the clinic after that time will be discarded. It is school policy that medications must be picked up by the parent or guardian. Medication cannot be sent home with your student.

Medication authorization forms for next year may be obtained from the school or online at [www.fcps.edu/forms.htm](http://www.fcps.edu/forms.htm). A medication authorization form is required for any medication, prescription or over-the-counter, to be kept at school. Please make sure medication orders are clear. All information on the form must be completed. Part I must be signed and dated by the parent or guardian. Part II must be signed and dated by your physician. Over-the-counter medication given for headache, muscle pain, orthodontic pain, or menstrual cramps or antibiotic or anti-viral medication do not need a physician signature. More detailed information is available on the back of the medication authorization form. In the effort to save space in the medication file cabinet, please ask the pharmacist for an extra label to put directly on epi-pens instead of the epi-pen box.

Over-the-counter medication must be in the original container clearly labeled by parent or guardian. All prescription medication, including physician's samples must be labeled by a pharmacist or physician. Please make sure that the label clearly states your student's name, the name of the medication, the dosage of the medicine, and the time interval for administration.

If your child will be enrolled in a Fairfax County Public School sponsored summer program, your existing long term medication authorization form(s) may be used for the summer program. Please let the clinic know if you would like a copy of the form(s) prior to June 16.

Your cooperation will ensure that we can safely give your student his/her medication. If you have any questions, please contact Sue Waldeck, Clinic Room Aide at 703-561-2910, or Holly Brenneman, School Public Health Nurse, at 703-481-4242.

Thank you for your cooperation and have a good summer.

Sincerely,

Gail Porter  
Principal