



FAIRFAX COUNTY
PUBLIC SCHOOLS



Holmes Middle School
6525 Montrose Street
Alexandria, VA 22312

August 2009

Dear Parent/Guardian:

Fairfax County Public Schools Regulation 2102 governs the facilitation of medication for students. The important aspects of the regulation are as follows:

1. Medication must be taken to and from the school by a parent or guardian in a container appropriately labeled and dated with the “Authorization for Medication” form completed. **The clinic hours are 7:50 a.m. to 2:50 p.m., and we ask that you deliver medication to the clinic during these hours. If there is an emergency and you cannot deliver medication during these hours, please take it to the guidance office.**
2. The label on the medication must include the name of the student, the name of the medication, the exact dosage to be taken, and the exact time at which the dosage is to be taken in school.
3. Facilitation of over-the-counter medication may not exceed three (3) days in succession.
4. Prescribed medication must be accompanied by written orders from the physician. The physician may delineate the information on a prescription pad or use the “Authorization for Medication” form; these forms are available in the guidance office or in the clinic. If a prescription pad is used, the doctor must write out all the information required in Part II of the “Authorization for Medication” form.
5. **There are additional forms for the use of inhalers and epi-pens.** These are available from the guidance office or the clinic.
6. Written evidence demonstrating that the student is being monitored by a physician is required every six (6) months for psychostimulants, antipsychotics, antidepressants, anxiolytics, and seizure medication. Parents are to submit a new authorization for “Medication” form or a note from the physician indicating that current medications are to continue.

Please call the clinic at 703-658-5910 if you have any questions.