



SCHOOL BOARD OF POLK COUNTY

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Dear Parent/Guardian,

To ensure student safety and health, the Polk County School Board has established a policy for the administration of medications during school hours.

If your child must be given medication of any kind during school hours, including over-the-counter (non-prescription) medications, you have the following choices:

1. You, or **an adult designated** by you in writing, may come to school and give the medication to your child. The clinic nurse/para/health contact may not be designated for this responsibility.

OR

2. You may obtain a copy of the Authorization for Medication/Treatment form or Diabetes Medical Management Plan from your child's school and take it to your child's medical provider. This form must be filled out and signed by the doctor/mid-level practitioner and the parent/legal guardian. Once completed, return this form to your child's school. Medication may be given at school only when an Authorization for Medication/Treatment is on file. Parents of students who require the use of an inhaler or EpiPen or require glucose testing or medication for diabetes or require pancreatic enzyme supplements should talk to their physician about adding a notation on the Authorization for Medication/Treatment that the student needs to carry the medication and self-administer.

OR

3. You may choose to discuss with your doctor/mid-level practitioner a schedule for giving medication outside of school hours.

School personnel are not allowed to give any medication to students unless they have received a properly completed Authorization for Medication/Treatment signed by you and your child's doctor/mid-level practitioner. A current authorization form/doctor's order/medical management plan is required at the beginning of each school year and anytime a medication or dosage is changed.

ONLY an adult may transport medications to and from the school clinic. Prescription medication must be received in the current pharmacy-labeled container. Over-the-counter medication must be received in the original container labeled with your child's name. Medication required to be split must be done either at home or by the pharmacist before it is brought to school. Clinic aides/nurses are not permitted to split medication. Clinic aides/nurses are not permitted to administer expired medication.

For your convenience, a copy of the Authorization for Medication/Treatment is printed on the back of this letter. Take a copy of this form with you whenever you take your child to the doctor. This authorization form may also be accessed @ www.polk-fl.net .

If you have any questions, please check with your child's school or call Polk County School Health Services at 291-5355.

Thank you for your cooperation.

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*Polk County Schools -
an equal opportunity
institution for education
and employment*

The Mission of Polk County Public Schools is to provide a high quality education for all students.