

The Villages[®] Charter School

IMPORTANT MEDICATION INFORMATION

Dear Parent/Guardian,

In order to assist your child with his or her medications during school hours, please read these guidelines based on Florida Law and the Sumter County School System policies.

- 1. A physician must order the medication, prescription or non-prescription (over the counter), specifically for your child.**
- 2. Medications are given at school ONLY at times when it cannot be given by the parent.**
- 3. Medications should be brought to school by the parent.**
 - Count the number of doses of medication with school personnel.
- 4. All medications must be in the original pharmacy bottle with proper labeling from the pharmacy.**
 - If your child's dosage changes, you **MUST** get a new pharmacy label.
- 5. You must complete an "Authorization for Prescribed Medication" form for each medication your child is to receive at school.**
 - If your child's dosage or medications change, you **MUST** complete a new authorization form.
 - Please, do not forget to give your child's first morning dose of medication, or deplete your home supply of medication – we can only administer what is authorized, in writing, on the authorization form.
- 6. The "Authorization for Prescribed Medication" form is valid for the current school year.**
 - At the beginning of each school year, you must submit a new form.
- 7. Liquid medications should come to school with a medication spoon or cup.**
 - A teaspoon from your dinnerware is not an accurate measuring device.
- 8. Medications must be picked up at the end of the school year, at the end of the medicating time period or when it is expired.**
 - Any medications not picked up will be disposed of according to School District policy.
- 9. Please talk to your child about the importance of taking their medication on time and to report promptly.**
- 10. The Villages Charter School has created a generic medication form that can be completed by the student's primary physician, for use during sports activities, field trips or school competitions. This form must be completed and signed by the physician.**

We know it is important for your child to receive his or her medication as ordered by their doctor. If problems arise in the administration of medication, school personnel will contact you. Please keep the school informed of your current home and work phone numbers, in case of an emergency. If you have any questions, please contact the school.