



# INTEROFFICE MEMO

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Human Resources Division  
Benefits and Risk Management  
School Health

**To:** Parents/Staff/Students

**From:** Sandra Fida RN BSN  
Coordinator for District Health

**Date:** February 2010

**Subject:** Request for Medication to be given at School

In order to safely manage medications being brought to and administered at school, effective March 1, 2010, the guideline for bringing medication to school will be changed.

All medication should be brought to the clinic by the parent or legal guardian; however, controlled substances must be brought to the clinic by the parent or legal guardian and given to the school nurse or school employee. The controlled substance will be counted, and both the parent or legal guardian and employee will sign for the medication. If the medication is brought to school and has not gone through this process, it will not be given. As is standard policy, no medication is sent home with students.

An example of a controlled substance will include but is not limited to: Ritalin, Adderall, Xanax, Valium, and Hydrocodone.

It is our goal to keep all students safe and healthy, and we appreciate your help and assistance.

If you have any questions please contact your school nurse.