

H.19: Parent/Legal Guardian Letter

Sample form letter

Parent / Legal Guardian Letter

Date

Dear Parent / Legal Guardian,

We would like to inform you of the policies and procedures that have been put in place to ensure the health and safety of students needing medication during the school day and school activities.

Our school district requires that the following forms must be on file in your student's health record before any medicine can be given or taken at school:

1. Signed authorization by the parent or legal guardian to have the medication administered and taken. Please complete the enclosed authorization form and return it to the health office. This authorization needs to be renewed each school year.
2. Signed medication order. The written medication order form (***based on school policy and procedure***) may be taken to the student's physician or licensed prescriber for completion and returned to the health office. This order will need to be renewed each school year.
3. Signed parent or legal guardian and licensed prescriber/physician request for self carry, student knowledge and skill assessment validation and signed student agreement (***based on school policy and procedure***) .

In this paragraph the school should indicate how the medication should be delivered to the school. (e.g. You or a responsible adult whom you designate in writing should deliver medications to the school in a properly labeled bottle/container.) Please ask your pharmacy to provide separate bottles for school and home. No more than a _____ day supply should be delivered or sent to the school.

When your student needs a medicine to be given during the school day, please act quickly to follow these guides so that the medication can be given as soon as possible. Thank you for your help.

Sincerely yours,

***School nurse or Responsible Authority
Contact information***

Attachments: Written Parent / Legal Guardian consent form
Licensed prescribe medication order form

Adapted from Washington Department of Public Instruction, Bulletin No 34-01 Learning and Teaching Support, Re: Medication Administration in the Schools, June 8, 2001.