



*South Adams Schools
1012 Starfire Way
Berne, IN 46711
FAX # 260.589.2112*

Dear Parent/Guardian:

In order to protect the health and safety of children, Indiana rules and regulations require that schools observe certain safeguards when administering medication to students during the school day. Our school district requires that the following forms must be on file before we begin to give any medicine at school:

1. **Signed consent** by the parent or guardian permitting the student to receive medicine at school. Please complete the attached consent form and return to the school nurse.
2. **Signed medication order.** The prescribing physician must provide a written order form stating the dosage of medication, the hours for administration, and the period of time the medication is to continue. This order must be provided to the school nurse at the beginning of each academic year and renewed as needed.
3. **Medicines should be delivered to the school in a pharmacy labeled container, by you or a responsible adult whom you designate. Please ask your pharmacy to provide separate bottles for school and home.**

When your child needs medicine to be given during the school day, please act quickly to follow these policies so that we may begin to give the medicine as soon as possible. Remember, we **cannot** give prescription medication until a signed form is on file. Thank you for your help. Please call or email us with any questions or concerns.

Sincerely yours,

Haley Provost, RN, BSN/Amber Steiner, RN, BSN

South Adams K-12 School Nurses

Phone: (260) 589-1109

Email: hprovost@southadams.k12.in.us