



**QUINCY  
PUBLIC  
SCHOOLS**

**Richard DeCristofaro, Ed.D.  
Superintendent of Schools**

## **HEALTH SERVICES**

Date: \_\_\_\_\_

Dear Parent/Guardian:

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

Our school policy requires that two “authorization for medication” forms and a “medication order” be on file in your child’s health record before we begin to give any medicine at school. These forms may be obtained from school administration. This policy includes prescriptions as well as non-prescription medications.

- Parent Authorizations – please complete the enclosed consent forms and give it to your school nurse. Be sure to indicate if you wish an inhaler to be carried by your child.
- Medication Order – the medication order form should be taken to your child’s licensed prescriber (physician or nurse practitioner) for completion and then returned to the school nurse. This order must be rewritten if there is a change of dose and at the beginning of each academic year. The order should indicate if an inhaler is to be carried by the student.

A responsible adult should deliver the medication to the school in a pharmacy or manufacturer-labeled container. Please ask the pharmacy to provide separate bottles for school and home. No more than a thirty-day supply of the medicine should be delivered to the school. If your child is to carry an inhaler, please provide a second inhaler to the nurse’s office for backup use. Thank you for your cooperation.

Sincerely,

\_\_\_\_\_  
School Nurse

\_\_\_\_\_  
Principal