

GREENFIELD-CENTRAL COMMUNITY SCHOOL CORPORATION

April 17, 2013

Dear Greenfield-Central Parents,

Greenfield-Central Community School Corporation is committed to practicing safe medication administration in the school setting. Changes were implemented this school year to enhance the safety of prescription medication administration in the clinics. This change has already proven effective as it enhanced the partnership between families, physicians, and school staff.

After careful consideration regarding current protocols for **over-the-counter** medications, it was determined that changes were necessary to improve on **over the counter** medications administered by school staff. New protocols are outlined below.

Grades Kindergarten-Six

Beginning with the 2013-2014 school year, Form 5330 F1b must be completed for **over-the-counter** medications. This form must be completed by both parent and a licensed health care provider. This is intended to help monitor for potential toxicities associated with younger smaller developing bodies. **Over-the-counter** medication must be brought to school by a parent or an adult 18 or over who is listed as an emergency contact in PowerSchool. **Over-the-counter** medication may not be brought to school by K-6 students.

Grades Seven-Twelve

Beginning with the 2013-2014 school year, students in grades 7-12 may self-carry **over the counter** medication if Form 5330 F1c is completed and signed by the parent and the student. Students will be permitted to carry a maximum of one day's dose of **over-the-counter** medication. Students must bring medication, along with the form, to the clinic to be issued a medication pass. Form 5330 F1c provides additional details regarding procedures to self-carry medication. As outlined in the school's discipline policy, if a student shares any medication with another student, it is considered a Level 5 Infraction. Any student sharing medication will be subject to discipline, up to and including expulsion from school.

If the student is not yet responsible enough to self-carry **over-the-counter** medication, or if the parent wishes for the school to administer **over-the-counter** medication, Form 5330 F1b must be completed and submitted with the medication. This form must be completed by both parent and a licensed health care provider. If **over-the-counter** medication will be stored in the clinic, it must be brought to school by a parent or an adult 18 or over who is listed as an emergency contact in PowerSchool.

All Grades

Students of all ages may self-carry throat lozenges. We ask that parents educate their student on the proper use of throat lozenges. No documentation is necessary for students to carry throat lozenges.

New medication forms can be printed from the school website or a copy can be obtained from the health clinic. Thank you for partnering with us to facilitate safe medication practices in the school. I ask that you contact me with any questions you have regarding this change in practice. I can be reached by phone at (317) 477-4601, or by email at dhanson@gcsc.k12.in.us.

Sincerely,

Dawn Hanson, BSN, RN
Greenfield-Central Community School Corporation

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