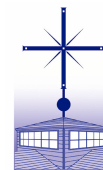




The Franciscan School



Dear Parents,

The Franciscan School requires that we have on file the following medical forms: The Physical/Immunization Form, the Authorization to Give Medication at School Form, the Medical History Form, and the Emergency Authorization Form. All forms need to be completed by yourself and your child's doctor or health care provider. All forms must be received in the school office before the first day of the school year.

The Authorization for Medication During the School Day Form: Should your child need medication during the school day, you have three options:

1. You can come to school and give the medication to your child at the appropriate times.
2. You can complete a copy of the *Authorization for Medication During the School Day* and send this to school with the medication in its original bottle. Your child's name and the amounts and times for medication should be on the container.
Prescription medicines must be brought to school in a pharmacy-labeled container, which contains instructions on how and when the medication is to be given. Over the counter drugs must be received in the original container and will be administered according to the parent's written instructions.
3. You may discuss with your doctor an alternative schedule for administering medication (outside the school day)

School personnel are not permitted to administer any medication to students unless a physician or healthcare provider signs the properly completed medication form and these medications have been received in an appropriately labeled container. **In fairness to those giving the medication and to protect the safety of your child, there are no exceptions to this administrative policy.**

If you have any questions or concerns, please contact Joanne Sullivan at 847-8205 ext. 251

Thank you for your continued support.

Revised 2/08