

Dear Parent/Guardian,

Date:

As the end of the school year draws near, we want to remind you your student has medication at the school that will need to be picked up. It is against school policy for CCSD employees to send medication home with students. Medication must be picked up on the last day of school by the parent/guardian. Any medication left at the school after that time will be discarded – whether or not it has expired.

As a reminder for next year, Cache County School District is required, by Utah law, to have a new “**School Medication Authorization**” form **EVERY SCHOOL YEAR** in order for staff to administer medication to your student. Schools **CANNOT** give any medication without having a licensed medical provider’s order/signature, consent of the parent/guardian, consent of the school nurse, and the training required. If you wish for your child to have medication administered at school, please have the appropriate form in place and the medication to the office by the first day of school. You can find/print the form on the district’s website under the **Health Services** department. We **CANNOT** accept or administer any expired medication! Also, be aware that if a medication expires during the school year, you will need to replace it. It is the parent’s responsibility to provide the school with all necessary documents, signatures, and your student’s medication. Cache County School District does not supply, nor have on hand, any medication for students.

All medication must be brought to the school in the original packaging (including over the counter medications) and in the current prescription bottle. This is the only way for our school personnel and school nurse to know they are giving the correct medication and dosage and that the medication is not expired. Please review CCSD’s Medication Policy for details of medication administration in the district. It can be found on the district’s website under “Our District – District Policies - 9000 Students - Wellness:Administration of Medication”.

Please make arrangements to pick up your student’s medication by the last day of school.

Thank you,

Principal  
Phone #  
Email