



**LAKOTA EAST HIGH SCHOOL**  
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September 1, 2016

Dear Parents/Guardians,

In order for your child to take any medication on school trips (a daily prescription, inhaler, epi-pen, glucagon, or over-the-counter (OTC) medication such as Tylenol, Motrin, allergy meds, etc.), you must follow the listed procedures as required by Lakota Board Policy for all medicine dosage/dispensation at school or on school trips:

1. A doctor's written order is required for a student to take **ANY** medicine at/on trips. A separate order must be provided for each medicine; including over-the-counter meds (see Form 5330 F1 – *School Medication Permit* ...completed and signed by a parent and your child's physician). Form 5330 F1 may be photocopied for additional medication needs. **PLEASE NOTE** >> A new, signed order is NOT needed if your child already has a school medication permit on file in East's clinic for this school year for as needed medication(s).
2. Student medication must be provided by the parent in its **ORIGINAL CONTAINER** with the child's name and dosage information clearly marked. Prescription drugs must display the pharmacy label, and OTC drugs must have the student's name marked clearly on the medication package. Remember...no medication to be dispensed on trips will be accepted without a doctor's order (see #1 above).
3. In order to finalize the required paperwork, all medications (prescriptions or OTC) must be brought to the school clinic by **October 5, 2016**. **Medication can only be dropped off by a parent to the Clinic Nurse at East Main Campus**. Please call 759-8616 should you need to make other arrangements (this is the direct line to East High School Main Clinic). **No medication can be dropped off to a teacher.**
4. **Please only send in the quantity of medication needed to be given for routine medications.** This will especially help when returning, since only empty pill bottles can be returned to the student.
5. All medication will be dispensed by a trained teacher as noted on the *School Medication Permit* (signed by your physician). All medications will be reviewed by the Clinic Nurse prior to school trips. Teachers are only allowed to dispense medication as directed per the *School Medication Permit*.
6. **All remaining medication must be picked up by a parent** from the teacher when students return from the school trip. Any medication(s) not picked up by a parent at the end of the school trip will be returned to the clinic nurse and may be picked up during regular school hours.

Please review the attached procedures for administering medication(s) in the Lakota LSD. If you have any additional questions and/or concerns, please call the clinic nurse for additional clarification. Thank you for your compliance.

Sincerely,

Jennifer Breland, RN, BSN  
Lakota East High School  
513-759-8616

Attachments: Medication Procedure (Procedures for  
Administration of Medications at School)  
Form 5330 F1 – School Medication Permit

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