

Dear Parent/Guardian,

Welcome to the 2020-2021 School Year!

**This is an important reminder for parents whose students will be requiring medications at school.**

**Medication Policy:** If your child requires medication at school, please note that all medication — both prescription and over-the-counter medication — requires a completed [Authorization to Administer Medication](#) form on file in the school office. A new form must be completed each school year. The form must be signed by both parent/guardian and your child's prescribing doctor in order for our school staff to administer medication during the school day. ***No medications will be given without this form.***

If your child has a chronic health condition (severe food allergy, asthma, epilepsy/seizure condition) these *additional* forms are required:

[Food Allergy Action Plan](#) - required if your child has a food allergy

[Asthma Action Plan](#) - required if your child has asthma

[Seizure Action Plan](#) - required if your child has seizures

If your child has another health condition not listed here, please contact District Nurse Alison Mankin at [amankin@reedschools.org](mailto:amankin@reedschools.org).

**What to Bring to School:** All medication must be kept in the office, not in your child's backpack or pocket (with some exceptions for emergency medications\*). Parents must supply all needed prescription and over-the-counter medications. **Please make sure medication on campus has not expired.**

Bring the following to the front office ***by the first day of school, in a gallon-sized ziplock bag labeled clearly with your student's name and grade:***

- 1) Completed [Authorization to Administer Medication](#) form
- 2) Completed additional forms, if necessary (Allergy Action Plan, Asthma Action Plan or Seizure Action Plan if your student has any of these conditions)
- 3) All required medications, unexpired, in their original containers, clearly labeled with your student's name, birth date, dosage, and instructions

If you have any questions, please contact our District Nurse, Alison Mankin RN, at [amankin@reedschools.org](mailto:amankin@reedschools.org) or our Health Specialist, Shagy Farasati, LVN at [sfarasati@reedschools.org](mailto:sfarasati@reedschools.org) (*for Bel Aire only*).

Best Regards,

Alison Mankin, RN  
District Nurse

\* Students at Bel Aire and Del Mar who have severe allergies and/or asthma are allowed to carry their own emergency medications (EpiPen, inhaler) in their backpack ONLY if Parent and Physician have also completed the bottom portion of the [Authorization to Administer Medication](#) form, the form is on file in the office and a copy is carried along with the medication. ***All other medication must be kept in the school office.***