



GALATIA GRADE SCHOOL

200 N Hickory
Galatia, IL 62935
618-297-4570
618-297-4542 Fax



Dear Parent/Guardians:

I cannot administer over the counter medication at school unless a medication administration form is completed with **both a physician's and a parents' consent signature**. We are no longer be able to administer Tylenol, Tums, or cough syrup at school. Students are not allowed to bring medication to school and self-administer prescribed or over the counter medication. Only those medications, **whether prescription or non-prescription**, which are absolutely needed during school hours shall be administered at school and only if the following conditions are met:

1. We must have written instruction signed by **BOTH parent and the prescribing physician**.
2. The medicine to be given must be brought to school by a parent/guardian in a container appropriately labeled by the pharmacy or physician. If the physician changes the dose, we must have a new, correctly labeled container. **No medication** is to be transported on school buses (with exception of approved asthma inhalers).
3. The parent or guardian must assume the responsibility for keeping track of when additional medication will be needed.
4. The medication sheet will be valid until the end of the school year. A new medication form must be signed at the beginning of each school year.
5. All medications must be picked up by the parent/guardian at the end of the school year or they will be disposed of.

If you wish your child to receive Tylenol, Tums, or another over the counter medication at school you must have a medication form completed by yourself and the physician. I cannot administer medication until these forms are completed. Forms may be obtained from the nurse's office upon your request. If you have any question, please feel free to contact me at the grade school 618-297-4520 between 8am and 3 pm.

Sincerely,

Angela Riddle, LPN