

## MEDICATION LETTER TO PARENTS

Dear Parent/Guardian:

The following requirements must be met if you need school staff to administer medication during the school day:

1. **Only medication given by mouth may be given by school staff.** Eye drops, ear drops, lotions, salves, ointments cannot be given by school staff.
2. All medication **must be delivered to school by the student's parent/guardian or other responsible adult.**
  - Please allow time for school staff to count pills or capsules with you when you deliver them to school.
  - If you want school staff to give pills that are cut in half, they must be cut before you bring them to school. There will be a pill cutter available for your use at school if you need it.
3. A **medication request form must be completed** before any medication can be given by school staff.
  - The form **must be signed by the student's doctor.**
  - The form **must be signed by the student's parent/guardian.**
  - A form **must be completed for all medications, including over-the-counter medications** such as aspirin, cough drops, cold medicines, etc.
4. All medication **must be in a properly labeled container.**
  - Prescription medication must be in a bottle labeled by a pharmacist with the correct dosage, number, and time for school administration.
  - Over-the-counter medication must be in its original container.

School staff are able to give your child medication only if all the above requirements are met.

These requirements comply with the Washington state law governing the administration of medication by school staff (RCW 28A.210.260-70).

A **Medication Request Form** is available from your school office or the Express Billing Office or online at <https://www.spokaneschools.org/Page/2164>.

Thank you for your cooperation in this matter.

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