

Dear Parents,

As the 2018-2019 school year comes to a close, I would like to remind parents that medications will need to be picked up at the end of the school year. Any unused medication unclaimed by the parent will be disposed of and cannot be sent home with students. Medication will not be saved for the next school year. This includes any emergency medications such as an Epi-Pen, Glucagon, Diastat, and inhalers. Please be aware that prescribed medications require parent and physician signatures on the form.

Also please review the school district's medication administration policy (Board Policy 5330). At the beginning of each year, it is required that we receive a new medication administration form completed and signed for any **over the counter** or **prescription medication**. These forms are available on the school website <http://www.lickingvalley.k12.oh.us/> under the **Parent** tab, **Nurse's Corner** (student prescribed and non-prescribed medication forms), or in the school offices. **The medication must be in its original container (no baggies)** with the child's name on the container.

This process helps ensure the safety and health of your child.

Thank You,

Melissa Queen, R.N. B.S.N.