



Dear Parents and Guardians,

This letter is to inform you of the White Oak School policy for medication administration during the school day. To ensure the health and safety of children taking routine, as needed prescription or non-prescription medications, over the counter (OTC) medication, or emergency medication, the following forms must be completed and included in your child's health records on file at the Health Center prior to any medication administration for the school year.

1. Parental Consent for Medication Administration form for each prescription or nonprescription (OTC) medication, signed by a parent or guardian. A new form must be signed at the beginning of each school year before medication can be administered for that school year.
2. Completed Medication Order form for each prescription or nonprescription (OTC) medication, signed by your child's licensed prescriber (your child's physician, nurse practitioner, etc.). This order will be valid only for the current school year unless otherwise indicated on the form by the prescriber.

**All student medications, including nonprescription (OTC) medications, must be delivered to the Health Center, in the original medication bottle and kept in the medication cabinet at the Health Center.**

**The White Oak School does not stock any OTC, non-prescription medications at the Health Center.**

For your convenience, all required medical forms are available at the Health Center and on the White Oak School website, [www.whiteoakschool.org](http://www.whiteoakschool.org), go to Resources and choose Health Services.

Please send all completed medical forms to me before the start of the school year, by USPS, by email at [ssousa@whiteoakschool.org](mailto:ssousa@whiteoakschool.org) or by Fax at 413-562-9010 Attention: Sandra Sousa, RN. Please contact me by phone at 413-562-9500, Ext: 221 with your questions or concerns.