

**Medication Administration Information**  
**Lake Local School District**

Dear Parent(s)/Guardian(s):

In preparation for the 2011-2012 school year please read the information below regarding medication administration.

- All Students receiving any medication at school must have the proper medication authorization form completed.
- All medications, including topical ointments must be provided by the parent.
- Medication must be in the original container labeled with the students name and dosing instructions.
- Prescription medications must be brought in prescription bottle with signed instruction form from the physician.
- It is advised that the medication form and medication be brought to the school by the parent/guardian.
- There must be notification to the school if there is any change in the medication instructions.
- Please provide any other information that will help insure the proper and safe usage of the medication.
- It is the responsibility of the parent/guardian to retrieve any remaining medication at the end of the administration period (or school year). Any unclaimed medication will be disposed of prior to the next school year.

We look forward to a great 2011-2012 school year. If you have any questions, please contact me at 330-877-9383.

Sincerely,



Therese Gilbert, RN, BSN  
School Nurse Coordinator  
Lake Local School District