

**West Covina Christian School**  
**763 N. Sunset Avenue**  
**West Covina, California 91790**  
**(626) 962-7080**

## **REQUIREMENTS FOR MEDICATION TO BE TAKEN AT SCHOOL**

Attention Parents:

In order to obey state requirements for medications that are taken at school, the following procedure must be followed. All prescribed or over-the-counter medication (aspirin, tylenol, advil, vitamins, cough syrup, creams, tums, etc.) must have a physician's written order as well as a parent's written permission form.

These medical forms are available in Student Services from 8:30am - 3:00pm **or** the doctor may write a note on his prescription tablet. The forms are also available in the office from 8:15am - 4:00pm. During the summer, they are available in the office, class assignment days, or you can request that they be mailed to you.

**BOTH** doctor's and parent's permission forms will be required before any tylenol will be given. Also, Student Services will not administer cough drops at school. If a parent sends their child to school with cough drops, the parent assumes full responsibility for doing so.

All medications and consent forms must be brought to Student Services. Students coming to school between 6:30am - 8:30 am may give their medication and forms to a day care worker. This worker will turn it into Student Services when it opens.

All medications brought to school must be in the original container(pharmacy labeled). The following information must be on the medication container: Student's full name, physician's name and phone number, name of medication, dosage, schedule, dose form, and date of expiration. Pharmaceuticals will be kept in a locked cabinet in Student Services.

No medications are to be carried by students around the campus at any time. Medications, with proper consent forms, are administered by Student Services personnel. Parents or an adult parent designee must deliver medications to be given at school. No medications should be brought to school by students, or put in a student's backpack, lunch box, or plastic bag. If it is not possible for an adult to deliver the medication, please contact either Student Services or the School Office to discuss delivery of the medication.

If it is absolutely necessary for your child to carry a medication with them, a written request by your child's doctor will be required before your child carries that medication. Such written request must be turned into Student Services. Parents assume all liabilities that may arise from this request.

### **ALL MEDICATIONS AND CONSENT FORMS MUST BE RENEWED YEARLY.**

If a student is seen by a doctor and medication is prescribed for a temporary time period (such as a day or a week), a note from the doctor on his prescription tablet will be sufficient.

Sincerely,  
Student Services