

WINCHESTER COMMUNITY SCHOOL DISTRICT #1
149 South Elm Street
Winchester, IL 62694

Dear Parent/Guardian:

Our policy for over the counter (OTC) medication administration has been updated and will take effect for the 2014-2015 school year. In the past we have dispensed OTC medications with only the parent's written or verbal permission. **We are no longer able to dispense OTC medications without the written consent of the parent/guardian AND the student's physician. There will be no exceptions to this new policy.** Attached with this letter is the OTC medication permission form that must be completed and signed by both a parent/guardian AND your child's physician. These are the medications that will be available to the students for occasional symptoms.

We are sending this letter and form early so you will have time over the summer break to take care of this before school starts in August. You may return completed forms to the school at either registration or the first day of school. Again, we must emphasize that your child will not be able to receive medication at school unless we have the completed form on file.

This new policy has been established with the best interest of our students in mind. We appreciate your cooperation in this matter.

Debbie Rhoades, RN
District Nurse