

**Milwaukee Seventh-day Adventist School**  
**MEDICATION NOTICE TO PARENT/GUARDIAN**

July 1, 2020

Dear Parent/Guardian,

Due to the law regarding how medications are given at school, we are informing you of our medication policy.

**Non-Prescription Medications:**

- All non-prescription medications must be provided to the school by parents or guardians and be in their original containers.
- Along with each non-prescription medication, parents or guardians must sign the "Parent/Guardian Consent Form for Medication" and fill out the necessary information.
- All medications must be brought in by the parent or guardian, not the child.
- When you bring in a non-prescription medication it will be kept on file for your child for the duration of the school year, unless you, the parent, pick it up before the end of the school year.
- All medications must have current dates. Any medications with expired dates will be discarded.
- At the end of the school year, all medications must be picked up by the parent or guardian no later than 2 weeks after school is out for the summer. All medications remaining after this time will be discarded.

**Prescription Medications:**

- All prescription medications must be provided to the school by parent or guardian and be in their original containers.
- Along with each prescription medication, your child's medical provider must sign the "Medical Provider's Order" on the medication consent form, along with instructions on how the medication is to be administered. Parents must also sign the medication consent form.
- All medications must be brought in by the parent or guardian, not the child.
- The parent must notify the school in writing of any changes in the prescription medication and will require a new medical provider's order.
- At the end of the school year, all medications must be picked up by the parent or guardian no later than 2 weeks after school is out for the summer. All medications remaining after this time will be discarded.

**Inhalers:**

If your child needs an inhaler:

- An asthma inhaler administration authorization form must be completed and signed by parent and medical provider with instructions on how & when your child is to use their inhaler.
- Form will be given to school principal or designated medication administrators.
- Asthma inhaler medication will have student's name, name of medication, directions for use and date.
- Authorization of asthma relieving medication will be updated annually.

If you have any questions or concerns regarding this policy, please contact the school office at 414-353-3520.

Thank you,  
Ken Smith, Principal