

Reach Montessori Preschool

Dear Parent/Guardian:

This letter explains Reach Montessori Preschool's Medication Policy. Please read it carefully. The Director will be happy to answer any questions.

Whenever possible, it is preferable for a child to receive medication at home. Please remind your physician that your child attends a child care center and ask for a medication which can be scheduled to be given at home. If this is not possible, the following procedures must be followed for your child to receive medication at Reach Montessori Preschool.

If your child requires a medication to be given at the center, the following steps must be taken:

1. A Medication Release Form must be obtained by the director, complete by you and the child's physician, and returned to the center. No medication will be given without the form.

A physician may also write a note which can be attached to the Medication Release Form at the center. However parent/guardian must still sign the release form.

Any note written by the prescribing physician must be on office stationary. The note must be clearly readable and include:

- | | | |
|----------------------|------------------------------|--------------------------|
| A. Child's full name | B. Medication name | C. Dosage to be given |
| D. Times to be given | E. Starting and ending dates | F. Physician's signature |

2. All medications must be a current prescription with a clear, readable, unaltered label from a pharmacy showing the child's name, medication, dosage, frequency of administration, and beginning and ending dates of administration and expiration date . This prescription must in English.
3. All medication and the completed and signed Medication Release Form must be given to director upon arrival the center. Any medication found in child's belongings will be removed and the child will not be permitted to take the medication. The parent/guardian will be notified and the medications sent home with the parent/guardian.
4. Over-the-counter medications must be prescribed by a physician and must meet the same requirements as any prescribed medication.
5. No aspirin or acetaminophen will be administered to any child unless specifically ordered by a physician for a specific reason and all the above mentioned requirement are met.

6. The following medications are not given at the center under any circumstances:

- a) Eye medication of any type
- b) Any medication not meeting the above cited criteria

We ask that you never send medication with your child. Upon arriving at school please give medication to director or opening teacher with the Medication Release Form as discussed above.

All of these requirements have been established to protect your child. We appreciate your help in meeting this goal. Please sign this letter, make a photocopy for your files and return the original to the center director.

We have read and understand the Reach Montessori Preschool Medication Policy as explained in the parent/guardian letter.

Child Name _____ **Parent Signature** _____ **Date** _____