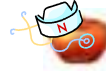




Madison City Schools  
Health Services  
211 Celtic Drive  
Madison, AL 35758



Dear Parents/Guardians:

Re: Medication Paperwork for the 2019-20 School Year

Our records show that your child had prescription medication at school this year. There is a new version of the School Medication Prescriber/Parent Authorization (PPA) that is to be used for prescription medication for the 2019-20 school year. This new version is attached for you to take to your child's physician for completion.

### **Instructions for Completing SCHOOL MEDICATION PRESCRIBER/PARENT AUTHORIZATION (PPA)**

- **Student Information Section:** Parent/Guardian must complete
- **Prescriber Authorization Section:** Physician, Physician's Assistant or Nurse Practitioner must complete
- **Parent Authorization Section:** School Nurse and Parent/Guardian must complete
- **Self-Administration Authorization Section:** To be completed ONLY if student is authorized to complete self-care by licensed healthcare provider.

### **SCHOOL MEDICATION PRESCRIBER/PARENT AUTHORIZATION (PPA) IMPORTANT INFORMATION**

1. **Prescription label must match (PPA)**
2. **A separate PPA is required for each medication**
3. **PARENT/GUARDIAN** must bring in PPA(s) and medication(s) directly to the school nurse. Students, unless prescribed to 'Self-Administer/Self-Carry', may not bring in their own medication(s). **ALL** medications (prescription and over-the counter medication) must be counted & logged-in with the school nurse.
4. **EXPIRED MEDICATION:** Parent/Guardian, be aware of medication expiration dates before you deliver them to school. The nurse will notify you when your child's medication expires.
5. **AFTER SCHOOL PROGRAMS:** Parent/Guardian must bring a separate container of medication. Extended Day programs do not have access to the clinic supply of medication for your child.
6. **END OF SCHOOL YEAR:** All medication(s) must be signed out at the end of the school year. Medication(s) left in the clinic after that time will be discarded according to federal & state guidelines
7. **SUMMER PROGRAMS:** Parent/Guardian is responsible to provide medication(s) a copy of PPA(s) to each summer program

**Please Note: Management Plans will no longer be sent home for the physician to complete. Your school nurse will be in contact with you at the beginning of the 2019-20 School Year for discussion of your child's Individualized Health Care Plan.**

Sincerely,

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School Nurse