

**GLEN COVE SCHOOL DISTRICT
HEALTH OFFICE**

150 Dosoris Lane, Glen Cove NY 11542
Phone: 516-759-7268 Fax: 516-759-8787

Dear Parent:

In order to insure the health and safety of all students, the following policy applies regarding dispensing medication in school.

All medication of any kind brought to school for a student must be brought to the school by the parent and kept in the Health Office **UNLESS** it is directed otherwise by the physician and parent.

Written instructions signed by a physician regarding the dosage, time and route of administration, as well as permission from the parent or guardian **MUST BE SUPPLIED TO THE HEALTH OFFICE**. These forms **MUST** be completed even if the student has permission to carry the medication. Forms are available in the Health Office. **These forms must be renewed every year.**

This policy includes cough medication, aspirin, **any** over-the-counter medication as well as prescription medications (including inhalers). All medication must be in the original container. We are certain that you share our concern for the well being of all students and will cooperate with us in this important matter.

If you have any questions regarding medication policy, please call the Health Office at 759-7268.

Thank you in advance for your anticipated cooperation.