

Dear Parent,

During the spring of 2014, School District 38 (Richmond), in collaboration with Vancouver Coastal Health - Richmond, revised the school district's guidelines regarding the administration of prescribed medication.

In accordance to these guidelines, non-prescription medications such as Tylenol, Advil, Bendadryl, etc. will not be administered by Richmond School District staff, and will not be kept at school.

In the past, students who required medications to be administered by school staff needed a form to be completed by the family doctor. To *simplify* the process, we have created the new attached form "Request for Administration of Medication at School" which will require the medication's pharmacy label to replace the family doctor's written order and signature. Please be sure to bring the form with you to the pharmacy so that the label can be attached.

In accordance with these guidelines, we will be sending home any non-prescription medications that have been brought to school. If your child requires these medications in the future, they need to be administered by you at home.

Each summer all medications will be sent home. This will give you an opportunity to use the medication over the summer and to see your doctor for prescription renewals. At the start of each school year you will need to bring in your child's medication with an updated "Request for Administration of Medication at School" form.

Remember to check the expiry date before sending any medications back to school in September. You can register for expiry date reminders of emergency medication for Epipen and Allerject on the company websites www.epipen.ca or www.allerject.ca.

If you have any questions about the changes please contact your school principal.

Sincerely,



Richard Steward
Director of Instruction, Learning Services
School District No. 38 (Richmond)



Chris Salgado
Manager,
Vancouver Coastal Health-Richmond