

Dear Parents & Guardians:

Welcome back! It is hard to believe a new school year is upon us. This is the perfect time to take a minute and review our procedures for illnesses and medication administration for students here at TCS.

If your child has evident signs of illness such as fever, nausea, vomiting, rash, conjunctivitis, etc., please do not send the student to school. Students must be fever free (without the aid of medication), free from vomiting and/or diarrhea, or if other specified treatment needed for 24 hours before they may return to school. Parents will be contacted for early pickup in the event a student has a fever (greater than 100.0 degrees), vomiting, and/or multiple episodes of diarrhea or signs of other viral illnesses while at school.

We understand times exist that require students to receive medication(s) during the school day or at other scheduled school events. In order to provide these medications in a safe manner, the following guidelines must be followed.

1. Whenever possible, medications should be given to students at home.
2. Medication must be brought into the school office by the parent or guardian. Medications should NOT be sent in with the student.
3. The medication must be provided in the original bottle and packaging, contain all instructions for administration, and not be expired.
4. All prescription medications, including epi-pens and inhalers, must have the appropriate medication administration request form on file in the school office. These forms may be picked up in the school office or printed from the [tcs4u.org](http://tcs4u.org) website (RESOURCES/Files and Forms). Each form requires a physician signature.
5. TCS has a few OTC medications available for as needed use (acetaminophen, ibuprofen, tums, diphenhydramine, antibiotic ointment, cough drops, lubricating eye drops, and astringent/redness reliever eye drops, and cold/cough medicine). These medications are NOT for regular use and can only be given with parent permission. If your student needs medications regularly, you must provide your own supply.
6. Medications may NOT to be carried by the student for self-administration without permission from the school office.
7. Any unused medication will be destroyed if not picked up by a parent or guardian by the end of the last day of school unless your child is enrolled in summer day camp.

If you would like to discuss your student's health needs in person, please contact the school office to schedule a time.

Please feel free to contact the school office should you have any questions.

Sincerely,  
Beth Mears,  
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