June 2020

Dear Scofield Christian School Parents,

We would like to take this opportunity to thank you for your support and to welcome you as parents of enrolled students for the 2020-2021 school year. We are excited to include you as members of our Christian family who honor God and support the mission of our school: to partner with families to provide children with an academically challenging education that is well balanced, comprehensive, and integrated with Biblical truths within a nurturing, Christ-centered environment. You play such an important role in our educational partnership. We also want to thank each one of you for being ambassadors for Scofield!

In addition, we want to take this time and inform you of the following Medication Administration Guidelines based on recommendations from the Texas Education Code 22.052.

I. Prescription or non-prescription medication required by a student should be administered at home by a parent or by the student's medical provider whenever possible. Parents should use every effort to have medication administration set for time periods other than school hours to avoid disruption of the student's school day.

II. Designated Scofield staff will only administer those medications that must be given during the school day. If the therapeutic use of the medication can be accomplished by dosage outside of the school day, the medication should not be administered at school.

III. Prescription medication that is properly labeled is one with a pharmacy label that includes the student's name, name of medication, dosage that matches the parent/doctor request form, physician's name, times and methods of administration, and date prescription was filled. The parents should request the pharmacist to dispense two labeled bottles of medication if the medication must be administered at school –one for home and one for school.

IV. A new pharmacy label is required for any permanent medication dosage changes. (A doctor's written order will be accepted for a temporary change and until a new label can be obtained.)

V. Non-prescription medication must be labeled with the student's name. The original container must indicate a dosage guideline and expiration date for the medication. (Scofield will no longer provide any over-the-counter medication.)

VI. School personnel will not administer medication in a dosage that exceeds the recommended maximum dosage.

VII. Medication in plastic bags or other non-original containers will not be accepted or administered.

VIII. Scofield will accept no more than a 30-day supply of a student's medication.

IX. Scofield will not administer expired medications.

X.   <mark>A Parent/Physician Request for Administration of Medication by School Personnel Form must be completed by the parent/guardian for all medication (prescription and non-prescription) to be administered at school. A physician's signature is needed for long-term (over 10 days) prescription medication and non-prescription medication needed over 3 days.</mark>

XI.   <mark>A separate request form must be completed for each medication.</mark>

XII.   Any prescription labels that state "use as directed' must include written clarification from the doctor explaining the dosage and frequency of administration.

XIII.   For student safety, parents/guardians are encouraged to transport all medication.

XIV.   <mark>A doctor's permission must be obtained for any student to take a non-prescription medication longer than 3 school days.</mark>

XV.   A parent or guardian must pick up all medication immediately after it is discontinued. Medication will be destroyed if not picked up within 2 weeks after the last prescribed dose has been administered.

As the SCS Office Manager, I want you to know that we value your opinions and strive to serve to the best of our abilities. We encourage open lines of communication. Please feel free to call or send an e-mail message if you have questions or concerns regarding this policy.

Thanks again for your support, parents, and welcome aboard!

Cultivating Christian Character and Academic Excellence,

Linda Reimer
Office Manager