



# Millbrae School District

555 Richmond Drive, Millbrae, CA 94030

650-697-5693 • 650-697-6865 (fax) • <http://www.millbraeschooldistrict.org>

LINDA LUNA  
Superintendent

Dear Parents:

The requirements for dispensing student medication in the Millbrae School District are as follows:

## STUDENT MEDICATION POLICY

1. Medication must be brought to the school office by the parent/guardian and registered with the Principal or Secretary.
2. A Student Medication Form must be completed by the parent/guardian and the child's physician. This form is available in the school office.
3. The school must have the medication in the original prescription container, listing the date, the name of the physician, the name of the student, and the instructions for administering the medication.
4. Medication should never be sent to school in a baggy, a tissue or any other wrapping that does not identify the medication.
5. Non-prescription medication of any kind (over-the-counter drugs) will not be administered to students. This includes aspirin, cold tablets, allergy pills, eye drops, etc. If a student requires such medication, the family physician must direct the pharmacy to place such medication in a prescription container, listing the date, the name of the student, the name of the physician, and the instructions for administration, as in any prescription medication.
6. If medication is to be given 3 times a day, it is recommended that a dose be given at home before school, a dose upon arriving home after school, and a dose at bedtime--providing this meets with the physician's approval.
7. All medications are to be taken in the school office; medications must be administered and recorded by school personnel.

Thank you.

Sincerely,

Linda Luna  
Superintendent

(forms:studmed.eng)