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PROCEDURE FOR DISPENSING CONTROLLED SUBSTANCES (Ritalin, Methylphenidate, etc.)

- All medication must be in original container labeled with name, time, dose, date and number of tablets sent. An adult must bring this medication to school.
- A completed “Parental Request for Dispensing Controlled Substances” form must be sent with medication. Please note the physician’s signature is required.
- The nurse will count the tablets upon arrival.
- Any changes in dosage must be accompanied by a written note from the physician specifying the change.
- At the end of each school year, any remaining tablets will be counted and the number indicated on the bottle. It is required that an adult pick up this medicine. Medication not picked up will be discarded.

Thank you,
Nursing Staff

6/2018