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## **PROCEDURE FOR DISPENSING MEDICATIONS ON VACATION/IN-SERVICE DAYS AND DURING EXTENDED DAY**

If your child needs to take any type of medication when school is NOT in session and/or a nurse is not on duty, please do the following:

- Send in the medication in its original container. Label all non-prescription medications with your child's name. A physician's note must accompany the medication.
- Complete a **"Parental Request for Dispensing Medications"** form to accompany the medication. A separate form must be completed for each medicine.

**Please note:** These directions include over the counter and prescription medications. EpiPens and inhalers will be on hand for students with severe allergies and asthma. You may send in your child's own if preferable. There is a nurse on duty for Extended Day (until 5:30 p.m.), except on Fridays, and in-service days (until 3 p.m.) but not on vacation days. Please call ahead (302-239-9050) if you are unsure about sending in a medication.

**A faculty or staff member trained to administer medications is the only person who may administer medications when a nurse is not on duty.**

Thank you,  
Nursing Staff

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