

Summer, 2015

Dear Parent,

Your child will soon be coming to school at Upper Columbia Academy. As the UCA school nurse, it is my desire to do everything I can to help your child have a healthy and safe school year.

Medications (prescription and over-the-counter) are sometimes needed when students are ill or injured. Please read UCA's new medication policy in the following paragraphs. There were major changes in our policy for the 2014-2015 school year and there are some additional changes for this coming school year. They are good changes!

***Students requiring prescription medication while at school must have a written, current, and unexpired request and instructions for administration of the medication(s) from a licensed health professional and a current, unexpired, written request to administer the medication from a parent or legal guardian.***

***UCA staff are not permitted to administer over-the-counter (non-prescription) medications without a written, current, and unexpired request and instructions for administration of the medication(s) from a licensed health professional and a current, unexpired, written request to administer the medication from a parent or legal guardian.***

***Students must bring their own medication in the original container with their name on it. All prescription medications must be stored in a locked cabinet in the dean's office or in the school nurse's office.***

***Individual students may be given permission by the school nurse, in consultation with parents and a licensed health professional, to carry and self-administer certain prescription medications.***

***Parents may give permission for their child to carry and self-administer over-the-counter (non-prescription) medications. The student must be able to take these medications independently and without supervision. These medications must be stored in a cupboard or drawer in their dorm room or in their backpack or locker. Students must bring their own medication in the original container.***

There are two forms for medications. The first is the UCA Medication Standing Orders form. This form is for prescription medications and over-the-counter medications that you wish UCA staff to administer to your child. It must be completed by a licensed health professional and you, the parent/legal guardian, for all prescription medications that your child takes.

The second form is for Over-the-Counter medications. This is for you, the parent/guardian, to complete if you would like for your child to have non-prescription (over-the-counter) medications at school. This should be used for medications such as those listed below. Please carefully think about your child's potential needs while they are at school, include them on this form, and then pack them in the original container for school.

- Headache, fever, earache, toothache (Tylenol/Acetaminophen, Advil/Ibuprofen, Aleve/Naproxen)
- Muscle soreness, pain from minor injuries, illness, or burns (Same as above)
- Menstrual cramps (Advil/Ibuprofen, Aleve/Naproxen)
- Cold symptoms such as congestion, runny nose, cough (Sudafed, DayQuil/NyQuil, Mucinex, cough syrup)
- Allergy symptoms such as congestion, runny nose, watery and/or itchy eyes (Benadryl, Claritin, Zyrtec)
- Diarrhea (charcoal, Imodium)
- Stomach upset, stomach ache (charcoal, Tums, Pepto-Bismol)
- Minor skin irritations with itching, localized rash (hydrocortisone cream)

Please feel free to contact me if you have any questions or if you would like to discuss any health needs that your child has. I need to talk with you before school begins if your child has any potentially life-threatening health conditions, such as asthma or an anaphylactic allergy. You may contact me by email at [cindy.williams@ucca.org](mailto:cindy.williams@ucca.org) or by phone at (509) 245-3616.

Sincerely,

Cindy Williams, RN BSN  
Upper Columbia Academy School Nurse