



Hartvigsen School Nurse

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Memorandum

To: Hartvigsen Staff

From: Janice Wayman, Principal

School Year: 2020-2021

Subject: **Medication**

Granite School District considers all prescription drugs and over-the-counter remedies to be medication. The procedure for students needing medication at Hartvigsen requires the parent or legal guardian to bring medication to the school nurse or to the secretary in the main office.

Bus assistants **are not allowed to transport medications to or from school** for parents on the bus or by other means. If there is a concern, please tell the parent(s) to call Hartvigsen Nurses.

Over the counter creams and ointments used for personal care such as diaper rash, skin dryness, redness around G-Buttons, etc. can be sent in student's backpack. However, cream and ointments that are prescribed or contain medication such as antifungal or antibiotic must have a doctor's order and **medication procedure must be followed. Staff please let the nurse know anytime ointments or creams are sent in backpack.** Nurses will check for paperwork signed by parent or guardian giving the staff permission to use the cream or ointment on the student.

Employee medications including vitamins, over the counter medications, etc. must be secured in a locked location. ***Employees cannot share prescribed medication, or controlled substances.*** If controlled medication such as narcotics, painkillers are shared, Violation and District law enforcement will be **Notified.** **This is a drug free school.** For more information, please refer to Granite School District Medication Procedure. <https://cdn-59bd6cf5f911c923e82ee0ee.closte.com/wp-content/uploads/sites/22/2019/11/053-Medication-Procedures.pdf>

Ana Curtis BSN, RN
Hartvigsen School Nurse

Janice Wayman.
Hartvigsen School Principal

Print Name

Employee's Signature

Date