



# Hartvigsen School Nurse

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## Memorandum

To: Hartvigsen Staff

From: Felicia Wood, Principal

School Year: 2023-2024

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 the secretary in the main office.

Bus assistants **cannot 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 the student’s backpack. However, creams and ointments prescribed or containing medication such as antifungals or antibiotics must have a doctor’s order, and **medication procedures must be followed. Staff, please let the nurse know anytime ointments or creams are sent in the backpack.** Nurses will check for paperwork signed by parents or guardians giving the staff permission to use the cream or ointment on the student.

**Employee medications must be secured in a locked location, including vitamins, over-the-counter medications, etc.** *Employees cannot share prescribed medication or controlled substances.* If controlled medication such as narcotics and 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>

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Ana Curtis MSN, RN  
Hartvigsen School Nurse  
Elementary/ Post-High

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Jenna Lewis BSN, RN  
Hartvigsen School Nurse  
Secondary/ Post High

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Felicia Wood.  
Hartvigsen School Principal

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Print Name

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Employee’s Signature

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Date