



Dawn Hanson, RN, BSN
School Corporation Nurse

GREENFIELD-CENTRAL COMMUNITY SCHOOL CORPORATION

February 12, 2013

Dear Greenfield-Central Parents and Students,

After careful consideration regarding current protocols in Greenfield-Central School health clinics, it was determined that changes are necessary to improve the safe and secure administration of student medications.

Effective immediately, Greenfield-Central will utilize new Form 5330 F1 for student prescription medications. This form must be included for all student prescriptions stored in the health clinic. The form is available on each school's webpage. We ask that this form be completed by both you and the prescribing health care provider when you bring new (or on-going) prescription medications to the clinic.

Please carefully read and review Form 5330 F1 to understand new school protocols for administering prescription medications at school. Immediate changes include:

- The prescribing health care provider must complete a section of the Request and Authorization to Administer Prescription Medication Form 5330 F1 before the clinic will accept prescription medications.
- Students are no longer permitted to carry medications to or from school. This change applies to all students in all Greenfield-Central Schools.
- Prescription medications will be counted and co-signed in the clinic by both the parent and the health assistant.
- No more than a 60 day supply of a medication will be stored in the clinic.
- Empty prescription bottles will be discarded, and the label will be removed and shredded.
- Discontinued medication will be destroyed by clinic personnel if not picked up by a parent within five days of being discontinued.
- Any medication left in the clinic at the end of the day on the last day of school will be destroyed by clinic personnel.

Thank you for partnering with us during this time of transition. I ask that you contact me with any questions you have regarding this change in practice. I can be reached by phone at (317) 477-4601, or by email at dhanson@gcsc.k12.in.us.

Sincerely,

Dawn Hanson, BSN, RN
Greenfield-Central Community School Corporation

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