



PARENT MEDICATION INFORMATION CHECKLIST

Dear Parent/Guardian:

At Orange County Head Start, we prioritize your child's health and safety. Our records show that your child may be in need of medication during school hours. Medications are rarely given in school. The only exceptions involve special or serious problems where it is deemed absolutely necessary to give the medication. We recognize that medical treatment is the responsibility of the parent and the family physician; therefore, we, OCHS staff, will follow written instructions as prescribed by your child's primary physician. It is also the responsibility of the parent/guardian to notify the Center Director should there be any changes in the medication orders. Medication orders must be renewed annually and when the medication regimen is changed.

The following checklist is to guide you through our medication procedure. If you have any questions or need assistance, please contact your Center Director.

Please complete the following steps:

- Pick up **Parent/Guardian and Physician Request for Medication (PPRM) and Medication Information Request Letter** from the center.
- Sign and date the top portion of the PPRM form.
- Take PPRM and Medication Information Request Letter to your child's doctor.
 - Make sure the doctor completes **all** sections of the PPRM form.
- Pick up the prescribed medication from your pharmacy and make sure it reflects your doctor's orders.
- Submit the completed PPRM form along with the medication to the Center Director.
- Deliver the medication in its original container to the Center Director. If it is prescription medication, it must be labeled by the pharmacist, unaltered.
 - Note:** Health Staff will review the medication and paperwork and will notify the Center Director once this process has been completed.
 - The Center Director will contact you to schedule the medication training.
- Attend medication training with the Center Director and staff.

*** Your child will begin/resume school once the above steps have been completed.**

Thank you,

The OCHS Health Services Team