

Dear Parent/Guardian,

The safety of your student is a priority for us. This school year, we are changing some medication protocols to help ensure the safety of our medication administration management in Fairfax County Public Schools. These changes include:

- Any time you drop off or pick up a medication in the health room, a **Medication Delivery/Pick Up Form** will be completed and signed by both the parent/guardian and the School Health Aide or FCPS staff member. This form will document that all required authorizations are complete, and the number of pills or amount of medication accepted/returned. A copy of the form will be given to the parent/guardian and school administrator.
- Medications received will be verified to ensure the description of the medication on the container/packaging matches the medication in the container.
- All medications must be in the original pharmacy container. Over the counter (OTC) medications must be in an unopened original container. It will no longer be acceptable for parents/guardians to bring in refills from home and place them into the container currently in the health room.
- Only a 30-day supply of medications should be brought to school. No more than 100 tablets or pills of OTC medication should be brought to school.

All requirements outlined in FCPS Regulation 2102, *First Aid, Emergency Treatment and Administration of Medication for Students*, continue to apply. We appreciate your support in implementing these new safety practices. Should you have any questions or concerns, please contact me at 571-722-5784 or the School Health Aide, Carevia Davis at 703-810-2210.

Sincerely,

Jeanne E. Frost, RN  
School Public Health Nurse  
Fairfax County Health Department  
Email: [jefrost@fcps.edu](mailto:jefrost@fcps.edu)  
Phone: 571-722-5784