



Established by the
Sisters of St. Joseph in 1920

Norwood-Fontbonne Academy

8891 Germantown Avenue, Philadelphia, PA 19118 • Phone: (215) 247-3811
Norwood Fax: (215) 247-8405 • Fontbonne Fax: (215) 248-9721
www.norwoodfontbonneacademy.org

Dear Parents/Guardians:

It has been brought to our attention that the School District of Philadelphia has a policy for the administration of **OTC (over-the-counter)** medications during the school day. It is imperative that we all work together to make Norwood-Fontbonne compliant with this directive.

The policy states:

- *All OTC medications require written confirmation by a qualified health care provider (a prescription blank or letterhead is acceptable). Faxed documentation is also acceptable.*
- *Written parental approval is required.*
- *The School Nurse must approve the prescription.*
- *The parent will supply the medication, properly labeled and packaged with the child's name, dosage, expiration date, instructions for administration and name of prescribing health care provider.*
- *OTC medications must be in the original manufacturer's container with directions for use intact on the label or box.*
- *No Tylenol, Motrin, Advil, etc. will be given during school hours to any child in any grade as of the first day of school (September 2011) without the above approval. (This is a revised policy from the present 7th and 8th grade OTC medication procedures.)*
- *In the event of the school nurse or Philadelphia district nurse absence, OTC medications will not be given during that school day. Parents will be contacted and may choose to administer the medications themselves.*

As required in the past, **all prescription medications** which include self-administered medications (such as inhalers) must have the proper paperwork on file in order for the medications to be administered. This letter, along with all needed medication forms will be posted on the NFA website.

These guidelines will be enforced. Thank you for your cooperation.

If you have any questions or concerns, please contact me at (215) 247-3811 ext. 230 or LMuller@norfon.org.

Sincerely,

Linda Muller, RN
NFA School Nurse