

RE: OUR NEW OVER-THE-COUNTER MEDICATION
AUTHORIZATION FORM TO BE COMPLETED BY
CHILD'S DOCTOR

Dear Parents,

In accordance with our policy, we are required to have your child's doctor's permission before our staff can give any medication to your child while he/she is here at the center.

For prescription medications, the current pharmacy label is the doctor's order. Sample medications (no pharmacy label), given out by the doctor, must be brought in with a separate doctor's note. Additionally, parents must also complete an authorization form with each and every medication left at the center.

For non-prescription medications, (over-the-counter medications, such as, Tylenol, cough syrup, allergy medications) we have a NEW form that must be completed by the child's doctor, in order for staff to safely administer these medications.

Please take this NEW form to your child's doctor as soon as it is convenient for your family to do so. However, please note that we cannot give any over-the-counter medications to your child without your child's doctor's authorization.

Remember each and every medication also requires a parent authorization form as well.

To summarize:

Prescription medications (Excluding samples given out by doctor's office):

1. Medication in original container with current pharmacy label
2. Parent Authorization Form correctly completed and signed

Non-prescription (over-the-counter) medications:

1. Medication in original container labeled with child's name
2. NEW Over-The-Counter Medication Authorization Form – completed by child's doctor
3. Parent Authorization Form correctly completed and signed

Sample medications given out by child's doctor:

1. Medication in original container labeled with child's name
2. Separate doctor's note, including instructions as to how/when to be given
3. Parent Authorization Form correctly completed and signed

Thank you for your prompt attention to this important matter.

Planning ahead for you child to receive appropriate medications here at the center is valuable. Please have your child's attached form returned to the center director as soon as convenient. FYI – many doctor's offices will allow you to drop off the form/or fax it over and they will complete it and fax it back/or you may pick it up usually within 48-72 hours. An appointment may not be required for you to have this important form completed.