

KENTWOOD MEDICATION PROCEDURE



SCHOOL PROGRAM

- 1 Upon enrolling a student at Kentwood, parents should furnish the school with a copy of the student's medication prescription, along with the completed medication form.

THE FOLLOWING WILL REPEAT ITSELF ON A MONTHLY BASIS THROUGHOUT THE SCHOOL YEAR

- 2 Parents will subsequently be given or mailed an appropriate supply of medication bags. These bags will usually be sent home with the students.
(If additional bags are needed, parents should notify Kentwood).
- 3 Parents must record (write) the following on each bag:
 - a Student's name
 - b Name of medication
 - c Time for administering medication
 - d Dosage of medication
 - e Date of administering medication
- 4 Parents must place the appropriate dosage of the respective medication(s) in each bag.
- 5 All filled and completed medication bags must be placed in an envelope provided by Kentwood and handed to Front Office staff by an adult.
- 6 **IMPORTANT: THE STUDENT'S MEDICATION MUST BE GIVEN TO KENTWOOD FOR THE ENTIRE MONTH. IF MEDICATION IS NOT GIVEN TO KENTWOOD TO COVER THE FULL MONTH, THERE WILL BE A CHARGE OF \$30 FOR EACH ADDITIONAL TIME THAT PARENTS BRING IN MEDICATION. THIS CHARGE ALSO APPLIES IF PARENTS HAVE TO BE CONTACTED TO BRING IN ADDITIONAL MEDICATION BECAUSE A CHILD'S SUPPLY HAS RUN OUT.**
(Parents having a difficulty with this should contact the school office in ADVANCE).
- 7 Parents should enclose 3 extras of all morning medication in the daily furnished packets, to be kept at Kentwood as a precaution.
- * **IT IS THE PARENT'S RESPONSIBILITY TO NOTIFY THE SCHOOL IN WRITING IF THERE ARE ANY CHANGES IN MEDICATIONS, DOSAGES, OR TIMES OF ADMINISTRATION.**

PLEASE DO NOT STOP, TERMINATE OR MODIFY YOUR CHILD'S MEDICATION WITHOUT CONSULTING AND NOTIFYING BOTH THE SCHOOL AND YOUR DOCTOR/PSYCHIATRIST. DOING SO MAY BE DETRIMENTAL TO YOUR CHILD.