



**Education Service Center**  
**P.O. Box 770**  
**York, SC 29745**  
**Telephone: (803) 684-1905**  
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Dear Parent/Guardian:

York School District One guidelines for the administration of medication at school are listed below. If you have questions or concerns, please contact us.

1. **Prescription Medication** will not be given without written parental consent and written consent of the physician. **Over the Counter Medication** may be administered according to package directions with parental consent. The school will provide you with a consent form that must be completed for each medication that is given.
2. All medications must be in the original container. All prescription medications must have a pharmacy label with the correct dose indicated. If there is a change in the dose of the medication or in the time or manner that it is to be given, a new label from the pharmacy or a written note from the doctor must be obtained.

**Note: If the prescription is for half a tablet, please request that the pharmacist divide these for you or you divide them yourself before delivering the medication to the school.**

3. Medication **CANNOT** be sent to school with a student. The parent or responsible adult should bring in the medicine.
4. No medication will be sent home with a student. Any unused portion of medication will be disposed of two weeks after the last dose is given if not picked up by the parent or a responsible adult. If the medication is to be given at home and school, it may be necessary to get an additional container with proper labeling from the pharmacy for the school medication.
5. Medication that can be given before and after school, such as antibiotics, should be given at home. For example, a medication prescribed to be given three times a day can usually be given before school, immediately after school and at bedtime unless otherwise instructed by your doctor.

Thank you for your cooperation in this matter. Again, if we can be of any assistance, please contact us.

Sincerely,

Bryan Greeson  
Director of Special Services