



# MT. VERNON

COMMUNITY SCHOOL CORPORATION

*“Engage, Educate, and Empower Today’s Students”*

July 29, 2019

Dear MVCSC Parent/Guardian,

Welcome to the 2019-2020 school year! Your Health Services staff is looking forward to a safe and healthy school year. We would like to introduce our Health Services Handbook and outline some of the **new Health Services policies regarding transporting medication**. Our health services staff will be available to receive medications beginning Tuesday, July 30 during school hours and also at each school’s Back to School Night.

Please visit our Health Services page at [www.mvcsc.k12.in.us/HealthServices](http://www.mvcsc.k12.in.us/HealthServices) (also linked under the “Departments” tab) to view the two Health Services Handbooks. On this webpage, you will find medication permission forms, medical action plans, and more. The two new Health Services Handbooks, specific to grades K-8 and 9-12, provide a more in depth guide of our health room processes and expectations. The Health Services Handbook is an extension of each school’s Student Handbook; by agreeing to the Student Handbook, students and parents/guardians also agree to the policies listed in the Health Services Handbook.

**The safety of our students is very important to MVCSC. In order to increase the safety of all our students, we have made important changes to the transportation of medication within our district.**

- **Grades Kindergarten through 8**

- **ALL prescription medication for grades K-8 MUST be brought in by a parent/guardian, (or an individual who is eighteen (18) years of age or older and who has been given permission in writing by the student’s parent/guardian).**
- Over-the-counter medications, including cough drops, are to be unopened with the seal intact or must be in the original package and placed in a sealed envelope with the student’s name on it.
- For medication refills, the empty medication bottles will be sent home with the student along with a copy of the MVCSC Refill Medication Form ([www.mvcsc.k12.in.us/HealthServices](http://www.mvcsc.k12.in.us/HealthServices)). The Refill Medication Form and medication must be returned by parent.
- Medications for grades K-8 may be released only to the student’s parent/guardian, (or parent’s designee as stated above).

- **Grades 9 through 12**

- **Only students in grades 9-12 may transport prescription medications. Medications to be received at school MUST be in a sealed envelope in its original prescription container.**
- Over-the-counter medications, including cough drops, must be unopened with the seal in tact or must be in the original package and placed in a sealed envelope with the students name.

- If the student's medication should require a refill, the empty medication bottle will be sent home with the student along with a copy of the MVCSC Refill Medication Form (found on [www.mvcsc.k12.in.us/HealthServices](http://www.mvcsc.k12.in.us/HealthServices)). The additional medication must be brought back to school in the original container in a sealed envelope with the completed Refill Medication Form.

These policies are in place for our students safety and the procedures must be followed for students to receive any medication. If you have any questions, please contact your school's Health Services office or myself at [tracy.furnas@mvcsc.k12.in.us](mailto:tracy.furnas@mvcsc.k12.in.us) or 317-485-3100, ext. 5103. Any completed medical forms can be faxed to 317-482-4113.

Sincerely,

*Tracy Furnas*

Tracy Furnas  
MVCSC Corporation Nurse