

**Priority Charter Schools  
Cedar Park Charter Academy  
201 Buttercup Creek Blvd.  
512.331.2980**

Dear Parent or Guardian:

To comply with Texas law, the following restrictions apply to the taking of medicine by students while at school:

1. All medicine is to be brought to and kept in the principal's office.
2. Prescription and non-prescription medicine must be in the original container. Prescription medicine must be in a container with the pharmacy label for that student.
3. If a prescription or non-prescription medicine must be given during the school day, it must be accompanied by a note signed by a parent or guardian giving authorized school personnel direction for its administration.
4. School personnel will not give any medicine, including Tylenol, unless it is provided by you, in the appropriate manner as stated above.

These restrictions are necessary for protection of the health and safety of your child. We will appreciate your cooperation in this manner.

Thank you,

Sylvia Sharp  
Dr. Jill Ranucci  
Campus Directors

Please keep the attached form available for future use should your child need to take a medication during school hours.

Parents,

Your child may have an illness that requires medication for relief or cure that does not prevent his or her attending school. When possible, such medication should be scheduled to be taken at home. However, according to Texas State Legislature, and ISD Board of Trustee policy, a medication may be dispensed to a student by school personnel. The following requirements must be met by the parent or legal guardian requesting this service.

**1. Prescription or non-prescription drugs that need to be taken at school for 15 days or less.**

a. All prescription drugs must be in their original pharmacy container and labeled by the pharmacist. The label must include:

- 1) Student's name
- 2) Name of prescribing health care provider
- 3) Name of drug
- 4) Amount of drug to be given and frequency of administration
- 5) Date prescription filled

b. All non-prescription drugs must be in their **original container**. The following request for administration of these must contain the following information.

- 1) Student's Name
- 2) Name of drug
- 3) Amount of drug to be given
- 4) When drug is to be given
- 5) Reason drug is given
- 6) Date
- 7) Signature of parent/guardian

c. All prescription and non-prescription drugs to be administered at school for 15 days or less must be accompanied by a **written request, signed and dated by a parent or legal guardian.**

**2. Prescription or non-prescription drugs that need to be taken at school for more than 15 days.**

a. All prescription and non-prescription drugs to be administered at school for longer than 15 days must be accompanied by a **written request signed and dated by the prescribing health care provider and the parent or guardian requesting this service.**

3. There will be no more than one medication per properly labeled container.
4. All medications will be stored and dispensed from the principal's office. Exceptions must be approved by proper school authorities in advance.
5. No student may have prescription or non-prescription drugs in his/her possession on school grounds during school hours without proper authorization.
6. No medication will be administered from or kept in the school for more than 15 days unless otherwise prescribed by a physician or other health care provider.

