

School District of Ladysmith

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Dear Parent/Guardian:

Welcome to a new school year. If your child is on any medication which needs to be administered during the 2024-2025 school year, the School District of Ladysmith requires the attached Medication Authorization Form be completed. If possible the school district prefers the medication be administered at home. We understand there are circumstances where your child may need prescribed medications throughout the school year. It is important for the nursing staff to be aware if your child has a medical condition or allergies in the event of an emergency.

You must complete the top section of the Medication Authorization Form. Part I is completed by your child's physician/provider. School policy requires a physician/provider and parent signature if your child has prescription medication such as an inhaler, ADHD, migraine headaches, diabetes, allergies, bee stings, or an Epi-pen. Part III must be completed and signed by the parent/guardian for all non-prescription medications. Examples of non-prescription medications are Tylenol, Ibuprofen and cough syrups. It is extremely important to be specific as to the dose and frequency you want your child to receive. All medication must be in their **original container**. Under **NO** circumstances will the nursing department administer any medication without the Medication Authorization Form on file or the medication in the original container.

The school district has a licensed nurse and trained staff in the administration of the medication. The medication is secured at all times unless the physician/provider states differently. The only exception is inhalers. Wisconsin law states the student may keep their inhaler on their person. If the parent/guardian chooses to have their son or daughter's inhaler kept in the nursing office please indicate this on the Medication Authorization Form. At LES, we

The nursing staff and administration requires medication be brought into the nursing office by the parent/guardian. **NO** medication should be transported on the bus. If you have any questions please feel free to contact the nursing office at your child's school.

We are also requesting an updated document of your child's immunizations. This is very important to ensure safety for the district against communicable infections. We appreciate your cooperation in this matter. Enjoy the remainder of your summer!

Sincerely,

Jennifer Lechleitner, RN MBA
School District of Ladysmith Nurse

[Non-Prescription Form](#)

[Prescription Form](#)