



DR. BRIAN V. HIGHTOWER  
*Superintendent of Schools*

KYLA CROMER  
*School Board Chair*

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*School Board Vice-Chair*

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Dear Parent,

The safety and well-being of your child is of utmost concern to the Cherokee County School District. Accordingly, this is to provide you with information regarding our standard operating procedures when it is necessary for your child to receive medication at school.

When at all possible, we encourage you to schedule your child's medication so that it may be given at home under your direct supervision. However, we realize that this is not always possible. For the safety of all students, when a child's medication must be administered during school hours, it is the School District's expectation that all medication and medical supplies (e.g., diabetic supplies) be brought to school by a parent/legal guardian.

**Prescription medicine** will be given at parent request only if it is in a prescription bottle with a prescription label accompanied by a specific timeline for administration.

**Over-the-counter medication** will be given at parent request only if it is in an original, sealed container and accompanied by the name of the medication and a specific timeline for administration.

A completed **Medication Authorization Form** must accompany each parental request for administration of any medication at school.

Please contact your child's Principal for guidelines specific to your school.

Sincerely,

A handwritten signature in blue ink that reads 'Dr. Brian V. Hightower'.

Dr. Brian V. Hightower  
Superintendent of Schools

BVH/TO:kb