

Directive to Administrators (Specify which administrators)		WAD (Wednesday) Publication Date	WAD Notice Number	No. of Pages
All Administrators		May 11, 2011		1 of 6
WAD Title (Limit to 4-6 Words)			Date Due (if applicable)	Not Applicable After
Medication Retrieval from Schools			N/A	May 27, 2011
From	Title	Signature		Telephone
Kim Coates	Supervisor, Student Support Services			242-2615
Inform:				
<input checked="" type="checkbox"/> Certified Staff <input checked="" type="checkbox"/> Classified Staff <input checked="" type="checkbox"/> Parents <input type="checkbox"/> Post on Bulletin Board Other _____				
Administrative Directive				
MEDICATION RETRIEVAL FROM SCHOOLS				
WHAT: All unused, discontinued, or outdated medication must be returned to student's parent/guardian at the end of the school year.				
WHO: The School Administrator must designate a school staff member (usually the administrative assistant) to coordinate the return or disposal of unused medication.				
WHY: CA Ed Code and CA Code of Regulations requires that "medication is returned to parent or legal guardian where possible; such medication that cannot be returned to the pupil's parent or legal guardian is disposed of by the end of the school year in accordance with the applicable law."				
HOW:				
a) <u>Parents/guardians must be notified two weeks prior to the end of school (by May 13) to retrieve the medication at the school.</u> (Parent/guardian letters are attached) To ensure parent/guardian contact, it may be necessary to notify the parent/guardian by phone.				
b) <u>Notification for the 2011-2012 school year</u> <ul style="list-style-type: none"> • Please attach blank medication forms and Emergency Care Plans so that forms can be completed by the parents/guardians and health care providers during the summer for 2011/12 school year. Forms can be downloaded from the School Health Manual under Resources at www.healthiersf.org • 				
c) <u>Medication that is RETURNED must be documented in the following manner:</u> <ul style="list-style-type: none"> • Document return of medication to parent/guardian on the student's medication log • The log should contain the name of the medication and the return date • The parent/guardian receiving the medication should sign the medication log • The school staff member returning the medication to parent/guardian should also sign the medication log 				
CONTINUED ON NEXT PAGE				
Administrative Directive				

MEDICATION RETRIEVAL FROM SCHOOLS – CONTINUED

IF THE PARENT/GUARDIAN DOES NOT CLAIM THE MEDICATION

Do not give to the student to bring home

Do not dispose of unclaimed medication in the trash. Instead:

- Medication should be brought to the Department of Public Health Community Health Center nearest to your school (See attached list of Community Health Centers).
- Site administrator (designee) should contact the nurse manager at the Community Health Center to arrange a mutually convenient time for drop-off.
- Bring medication to a Community Health Center in a sealed envelope.

PROCEDURE FOR MEDICATION DISPOSAL via the Community Health Center

- Medication to be disposed of must be witnessed by another school staff member as it is put into an envelope and sealed
- Documentation on the log must include:
 - Date of disposal
 - Medication name
 - Method of disposal
 - Source for directions of disposal method (WAD notice May 9, 2011)
 - Signatures of the person disposing of the medication and the witness to the disposal
 - Signature of Community Health Center nurse receiving the envelope

Please contact the **Nurse of the Day** at the Student Support Services Department 242-2615 if there are any questions.

Attached Documents:

- 1) Community Health Centers – Location and Contact Information
- 2) Request for Retrieval of Medication (English, Spanish, Chinese)

<i>Approved</i>	Cabinet Member Kevin Truitt	Title Associate Superintendent of Student Support Services Department	Signature
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**SAN FRANCISCO DEPARTMENT OF PUBLIC HEALTH
COMMUNITY HEALTH CENTERS**

Castro-Mission Health Center
3850 17th Street @Noe 934-7700
Nurse Manager: Lissette Waterman – 934-7755

Chinatown Health Center
1490 Mason Street 364-7600
Nurse Manager: Kit Chan – 364-7608

Maxine Hall Health Center
1301 Pierce Street 292-1300
Nurse Manager (Interim): Sherry Hite – 292-1353

Ocean Park Health Center
1351 24th Avenue 682-1900
Nurse Manager: Nancy Lew – 682-1942

Potrero Hill Health Center
1050 Wisconsin 648-3022
Nurse Manager: Evita Mullins - 920-1223

Silver Avenue Health Center
1524 Silver Avenue 657-1700
Nurse Manager: Pat Greene – 657-1703

Southeast Health Center
2401 Keith Street 671-7000
Nurse Manager: Ricardo Duarte - 671-7073

REQUEST FOR RETRIEVAL OF MEDICATION

Date _____

Dear Parent/Guardian:

In accordance with California Education Code, you are responsible for **collecting your child's medication** from the school at the end of the school year. Medications that remain after the last day of school will be discarded.

For your convenience, we are enclosing a **Medication Form** and **Emergency Care Plan**. These forms must be completed by your child's health care provider and returned at the start of the school year if medications are to be taken at school during the 2011-12 school year.

We urge you to make an appointment with your child's health care provider during the summer.

Sincerely,

Principal

SOLICITUD PARA QUE RETIRE EL MEDICAMENTO DE LA ESCUELA

Fecha: _____

Estimado padre de familia o encargado:

De acuerdo con el Código de Educación del Estado de California, usted es responsable de recoger el medicamento de su hijo/a, cuando finalice el año escolar. Cualquier medicina que permanezca después del último día de clases será desechada.

Para su conveniencia, le adjuntamos el **Formulario para la Medicación y el Plan de Emergencia** del estudiante. Estos formularios los debe de completar el doctor del educando u otro proveedor de servicios médicos, y deberá devolverlos a la escuela cuando se inicie el año escolar 2011-2012.

Lo instamos para que haga una cita con el doctor de su hijo/a u otro proveedor de servicios médicos durante el verano.

Atentamente,

Director

取回用剩藥物通知

親愛的家長 / 監護人：

依照加州教育法令，閣下有責任在學年終結前到學校取回子女用剩的藥物。如學年結束後還未被取回，所剩藥物將被扔掉。

為方便閣下，我們已隨函附上一份藥物治療表格和一份緊急護理計劃。這些表格必須由閣下子女的醫生或其他醫療保健提供者填妥。如閣下子女在 2011-2012 學年需要在校服藥，請務必在新學年開始之際將表格交回學校。

我們呼籲閣下在暑假期間安排約見子女的醫生或其他醫療保健提供者。

校長 啟

Request for Retrieval of Medication

Translation Provided by SFUSD Translation Department