

Directive to Administrators (Specify which administrators)		WAD (Wednesday) Publication Date	WAD Notice Number	No. of Pages
All Administrators		May 5, 2010		1 of 7
WAD Title (Limit to 4-6 Words)			Date Due (if applicable)	Not Applicable After
Medication Retrieval from Schools			N/A	June 9, 2010
From	Title	Signature		Telephone
Meyla Ruwin (Cabinet member or approved by one below)	Senior Executive Director, 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WHAT: All unused, discontinued, or outdated medication must be returned to student's parent/guardian at the end of the school year				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 21) 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 2010/2011 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 2010/11 school year. • You may also distribute the attached Summer "Physical" Exam Time! to ALL students about the Women and Children's Health Information line 1-800-300-995 for referrals. 				
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				

MEDICATION RETRIEVAL FROM SCHOOLS – CONTINUED

IF THE PARENT/GUARDIAN DOES NOT CLAIM THE MEDICATION

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 5, 2010)
 - 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)
- 3) Summer is “Physical” Examination Time

<i>Approved</i>	Cabinet Member Trish Bascom	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: Sheila Kerr – 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

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 2010/11 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

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 2010-2011.

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**2010/11**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

Verano es tiempo para su examen físico! Por favor de asegurarse de usar el tiempo que "no están en la escuela" en el verano para hacer una cita para su examen físico (o un examen para entrar a la escuela a los nuevos estudiantes) anual. Llame a su doctor y haga una cita. Si no tiene un doctor familiar, puede llamar a **la Línea de Referencias de Mujeres y Niños** al teléfono

1-800-300-9950 para que le refieran a un doctor.



Summer is "Physical" Examination Time! Please make use of "no school" summer time to schedule an appointment for your children's annual (or school entrance exam for new students) physical examination. Call your child's doctor to schedule an appointment. If you don't have a family doctor, you can call the **Women and Children's Health Information line**

1-800-300-9950 for a referral.



暑假是身體檢查的最佳時間! 請把握暑假不上學的時間替你孩子預約入學或定期身體檢查。打電話給孩子的家庭醫生預約。如果你沒有家庭醫生而欲取轉介資料可致電三藩市婦孺健康介紹熱線 **1-800-300-9950**。

San Francisco Child Health & Disability Prevention CHDP Program

MCAH - City and County of San Francisco

Department of Public Health