



Red River Valley Charter School  
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Dear Families,

Please be aware of the school medication procedure. Please familiarize yourself with this procedure. This information can be found below and will have further updates in January.

### Medication Procedure

If your child needs to take medication during school hours, you will need to make arrangements with the RRVCS office.

All over the counter and prescription medications must be handed from **adult to adult**. Children are not allowed to carry or keep medications on their person, in their backpack, or purse. If students are traveling on the bus to school, the medications should be handed to the bus driver. The bus driver will give the medication to the staff member on duty, or parents can drop the medication off at school. Medications must be in the original container. Please do not send medicine in baggies or old medicine bottles. This is a requirement that must be followed. Staff will not be allowed to dispense medicine that is not in original container with printed instructions

Over the Counter Medications, such as Ibuprofen, must be labelled with the student's name and have a written note authorizing the school to dispense the medication, including the times the medicine is to be given and the correct dosage. If your child has periodic minor medical needs, such as headaches or stomach aches, you may send medication to be kept in the office for these ailments. (Please pick up the appropriate form from the school office). If you would like for the staff to seek your permission before dispensing the medication or be informed if medication has been dispensed to your child, please indicate your request in the permission note.

Prescription Medication must be in a properly labelled prescription bottle. Prescription medication cannot be administered without appropriate documentation and must be in the original bottle.

Sincerely,

Kimberly Ritterhouse  
School Administrator