



# CARL SANDBURG HIGH SCHOOL

13300 S. LaGrange Road Orland Park, IL 60462 Phone: 708.671.3100 Fax: 708.361.9714 <http://sandburg.d230.org>

Deborah D. Baker  
PRINCIPAL

Dear Parents:

Consolidated High School District 230 recognizes that some students may require the administration of medication during school hours. All medications (both prescription and non-prescription) will be administered by the school nurse in the Nurse's Office. In order for your student to receive medication in school, the District 230 School Medication Authorization Form which can be found in this packet, as well as on our website, must be completed by both the attending physician and the parents.

Medication must be brought in the original, labeled prescription or non-prescription bottle and it must be kept in the Nurse's Office. No medication in plastic bags or unlabeled containers will be accepted in the Nurse's Office.

To insure that medication is brought to school in a safe manner **we strongly encourage a parent or parent representative to bring the medication to the office anytime between the hours of 7:30 am. – 3:30 p.m.** If this is impossible due to work schedules and you feel **your son/daughter is responsible to carry out this task, the student must bring the medication to the Nurse's Office as they enter the building in the morning.** Students are not allowed to carry medication with them at school with the exceptions noted below. All medications will be locked in a cabinet in the Nurse's Office. Please review this with your son/daughter. Disciplinary action will be considered if any medication is carried throughout the day by the student.

If your child will be using an inhaler, epinephrine pen or insulin during the school day, he or she may carry it with them and use it as directed. However, the School Medication Authorization Form must **still** be completed and kept on file in the Nurse's Office.

Please feel free to contact me if you have any questions.

Thank you.

Sincerely,

Nancy T. Cassidy, RN  
Illinois Certified School Nurse  
708/671-3118  
708/737-7721 (Fax #)

<https://district.d230.org/sandburg/default.aspx>