**Blessed Sacrament Catholic School**

J.P Ramoy St., Talipapa, Novaliches, Quezon City

**Information Letter for Parent**

**School Year 2016-2017**

Dear Parent/Guardian:

Blessings of peace and love of Jesus in the Blessed Sacrament!

Thank you for entrusting your child to Blessed Sacrament Catholic School. We need your assistance and cooperation in preparing for the possibility that your child might need to take medication, become ill or have an accident during school hours. We hope this letter will explain our procedures.

**Emergency Information**

Emergency contact information should be up-to-date. During the enrollment period of your child, a school registration form was accomplished with the contact numbers of the parents or guardians. If there will be any information changes during the school year, contact the school immediately at telephone number 453 62 23.

**Prescription/ Non-Prescription Medication**

Medication time schedule should be set so that medicine will be taken at home rather than at school. However, if medication must be taken at school, the following procedures will apply:

1. Medication Authorization Form – The parent/ legal guardian must complete an authorization and instruction form. For prescription medication, your healthcare provider must also sign the form. You can make copies for yourself or request additional forms from the school if needed. Please ensure that you will take the form for every doctor visits.

2. The medicine, (along with the authorization form), must be taken to the school office/clinic for central storage. The parent/guardian should take the medication to school; however, if this is not possible, your child should be instructed to take the medication and the authorization form directly to the school/clinic. Under no circumstances, medication should not be shown or shared with other students.

3. At the designated time, the student will go to the office/clinic to take the medication. Assistance/supervision will be given in accordance with the instructions on the authorization form. Medication is a parental responsibility; school employees will not assume any liability for supervising or assisting in the administration of medication.

4. Unused medication should be retrieved from the school office/clinic within one week after medication is discontinued as ordered by your child’s physician; otherwise, the school will dispose the medication.

**Student’s Illness/ Injury**

Sick students who are contagious must NOT be sent to school. When a student becomes ill at school, the parent must arrange for the student to be taken home.

By working together, we can strive to ensure the health and well-being of your child so that he/she can benefit from the educational program.

Thank you for your cooperation.

Respectfully yours,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Ms. Rosemarie A. Tapon, R.N Ms. Meddy L. Sanchez**

School Nurse School Principal