



## South Woods Elementary School Clinic Procedures

**Medication Policy:** We administer medications during school hours. You may bring in any over the counter medications but it must be in the original bottle. All medications must have a medication form signed by the parent and the physician ordering the medication, including over the counter (this includes cough drops). We do not keep stock medicine in the clinic. We also must have a signed medication form for each medication for each child. An adult must bring all medication to the school. Please do not send any medication with your child or in their backpack. The Medication Administration form is located on the South Woods website or in the school's clinic.

**Clothes Closet:** We keep a stock of clean, donated clothes in the clinic in case a child has a spill or an accident during the school day. If your child borrows clothes, please wash and return the clothing (excluding undergarments) back to the clinic at your earliest convenience. \* Due to circumstances, we ask that students in grades PK and Kindergarten please bring a spare change of clothes to keep in their cubbies. This will limit clinic visits. Thank you for your help with this.

We feel that the clinic provides a vital service for our students at South Woods. We have always extended an open door policy for students, parents, teachers, and staff. We also realize that when student are in the clinic, they are missing valuable classroom time. If we have a student who visits the clinic more than five (5) time (not including medication visits) in an eight-week period, we will contact the parents. If we can help with any problems that will remedy the need for frequent clinic visits, please do not hesitate to call us.

Thank you for your cooperation. We are looking forward to a safe and healthy school year.