



# Loudoun County Public Schools

## Department of Pupil Services

21000 Education Court  
Ashburn, Virginia 20148  
Telephone: 571-252-1017  
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May 23, 2016

Dear Parent/Guardian:

Loudoun County Public Schools requires a new physician's order/care plan each school year for the medication or specialized care which your child receives at school. If your child will continue to need medication or specialized health care at school, you and your child's physician must complete and sign the proper form(s). **Please note that parents may not amend the physician's order for managing the child's medical condition.**

The required forms are available in the health office at your child's school or online at [www.lcps.org](http://www.lcps.org). Click on the "Parents" tab and the forms will be found under *Medication at School—For Parents*. The forms should be returned, along with the appropriate medication, the week **before** school starts to the Loudoun County Public School that your child will be attending. Please refer to the "Medication at School Guidelines" enclosed for further information regarding medication at school.

**All Over-the-Counter and Prescription Medications require the Medication Authorization form to be completed.** Below is a list of other health conditions with information about the required medical form:

***Please review and have completed all pages of the Action Plans.  
The plan will not be accepted if incomplete.***

Medical Condition
Severe Allergy and Epinephrine auto-injector
Seizures
Asthma with Inhaler and/or Nebulizer
Diabetes
Current Medical Procedures, i.e. tube feeding, catheterizations
New Health Concerns or Medical Procedures

**Parents must transport all medication to and from school. We ask that you bring in your child's medications with the appropriate paperwork the week before school starts.** This allows the health office staff to organize/distribute paperwork and helps to promote a safe, healthy environment for all students when they arrive the first day.

This information is being sent to you at the beginning of the summer in order for you to have sufficient time to have your physician complete his/her section of the forms prior to the beginning of the next school year. **All public schools in Loudoun County require that appropriate physician's order forms be on file prior to clinic staff accepting and dispensing prescription medication, providing specialized health care at school, or allowing students to carry epinephrine or an inhaler.**

If additional forms are needed, please contact the school. Thank you for your attention to this matter.

Sincerely,

Registered Nurse/Health Clinic Specialist