



# NEW COVENANT CHRISTIAN SCHOOL

Dear Parent(s) / Guardian(s),

In an effort to provide safe medication administration and proper care for students, the following form must be completed and returned to the School Office as soon as possible:

**NCCS Emergency Procedure Form** (This form must be completed, signed and dated.)

Please note: Additional forms are necessary if your child requires **prescription medication** or an **over-the-counter-medicine** that is not listed on the Emergency Procedure Form. These required forms must be completed online and brought with the medication(s) to the Office by a parent since it is school policy that medication cannot be transported to school by students.

Under the physician's orders and your consent, the Health Room attendant will provide the following treatments and care to your child during school hours, should the need arise:

1. Over-the-counter medicines, as listed on the Emergency Procedure Form, administered according to directions on the label.
2. First-Aid procedures as outlined by the American Red Cross.
3. Prescribed medications (upon completion of the Physician's Prescription Authorization Form) and/or parent-supplied over-the-counter-medicines not listed on Emergency Procedure form (upon completion of the Over-the-Counter Medicine Consent Form).

Your cooperation with these guidelines is appreciated. Please contact the Office with questions or concerns.

Thank you.