



# ST. FRANCIS XAVIER SCHOOL

145 NORTH WAIOLA AVENUE • LA GRANGE, ILLINOIS 60525 • 708-352-2175 • FAX 708-352-2057

June 2006

Dear Parent,

Four years ago, all schools of the Chicago Archdiocese received the attached packet of information about School Medication Procedures from our Archdiocesan Office of Catholic Education.

Please read the policy and procedures very carefully, noting that if your child is ever in need of self-administration of medication during the school day, it is mandatory that you and your child's doctor complete the attached forms. Examples of self-administered medications are asthma inhalers or doctor directed medications, which the child must take during school hours.

These policies are also stated in the Parent-Student Handbook on pages 7 and 8. New forms must be on file at the school each year.

The Medication Authorization, Parent/Guardian Permission and Authorization, and Physician Request for Self-Administration of Medication forms may be duplicated if you have more than one child requiring these forms and you wish to have them completed over the summer. Additional forms are also available from the school office.

**The last page of this packet is the "Medical Information & Emergency Notification Form" and must be completed and signed by each family, even if you are not completing the entire package. It may be returned to the school office on or before the first day of school. The completion of this form is by directive of the Office of Catholic Schools. Thank you for keeping us in compliance with this directive.** The "Emergency Information" sheet that is required for each child will be available on fee day and will also be sent home the first day of school.

Thank you for your attention to this information and these forms; our children's safety is a major concern for all of us.

Sincerely,

Principal