



Marshall Road Elementary  
730 Marshall Road SW  
Vienna, VA 22180  
703-937-1500 fax 703-937-1597  
<http://www.fcps.edu/marshallroades/>

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Dear Parent or Guardian:

May 30, 2023

The school health room is reminding parents and guardians that **all medication stored in the health room must be picked up no later than the student dismissal time on the last day of school.**

Medication left in the health room after that time will be destroyed. It is school policy that medications must be picked up by the parent or guardian. Medication cannot be sent home with your student. If your student will be enrolled in a summer program sponsored by Fairfax County Public Schools, the existing medication authorization form(s) may be used for the summer program, but you will need to pick up the medication on the last day of school and deliver the medication and completed forms to the summer learning site on the first day of the summer program. Please let the health room know if you would like a copy of the form(s).

Medication authorization forms for next school year may be obtained from the school or online at <https://www.fcps.edu/resources/student-safety-and-wellness/school-health-services>. A medication authorization form is required for any medication, prescription or over the counter, to be kept at school. Please be sure medication orders are clear. All information on the form must be completed. Part I must be signed and dated by the parent or guardian. Part II must be signed and dated by your health care provider. Approved over-the-counter medications given for headaches, muscle aches, orthodontic pain, or menstrual cramps do not need a health care provider's signature. Antibiotic or antiviral medications for 10 consecutive school days or less do not require a health care provider's signature either. For all asthma medications, a Virginia Asthma Action Plan must be provided. More detailed information is available on the back of the medication authorization form(s).

Over-the-counter medication must be in the unopened original container and clearly labeled by the parent or guardian. No more than 100 pills/tablets of OTC medication should be brought to school at a time. All prescription medication, including samples, must be labeled by the pharmacist or health care provider. Please make sure that the label clearly states your student's name, the name of the medication, the dosage of the medication, and the time to be given.

Your cooperation will ensure that we can safely give your student, their medication. If you have any questions, please contact your school health room aide, at 703-937-1510, or your school public health nurse, Allison Callow, RN, at [acallow@fcps.edu](mailto:acallow@fcps.edu).

Thank you for your cooperation and have a good summer.

Sincerely,

Jennifer Heiges  
Principal