



Parkview School District

106 W. Church Street – P.O. Box 250
Orfordville, WI 53576-0250

Phone: 608-879-2717
Fax: 608-879-2732

WEB Site: www.parkview.k12.wi.us

Dear Parents/Guardians:

When school staff is involved in dispensing medications to your child, the following guidelines must be followed to ensure that all medications are given in a safe manner in accordance with policies and procedures of the Parkview School District and the guidelines provided by the Department of Public Instruction.

Non-Prescription Medications

- A Medication Administration Form must be completed and signed by the parent/guardian. (Please see reverse side)
- Medications must be supplied by the parent/guardian and be labeled in the original container.

Prescription Medications

- A Medication Administration Form must be completed and signed by BOTH the parent/guardian and the student's health care provider for all prescription medications.
- Medications must be supplied by the parent/guardian and be in the original container and labeled with the student's full name, name of the drug and dosage, time to be given, and the health care provider's name. If medication is also administered at home, please ask the pharmacist for an extra bottle and label for the medication at school.
- School staff cannot split medication tablets. If your child's medication requires a half dose, please bring the medication to school already split.
- The directions on the medication container must match the written instructions of the health care provider.

Thank you for your attention to this important matter. If you have any questions and/or concerns, please feel free to contact Ginny Fricke at the Rock County Health Department. She may be reached at (608) 757-5440 or via email at Fricke@co.rock.wi.us.

Parkview Primary School
121 Janesville St.-P.O. Box 327
Footville, WI 53537-0327
Office: 608-876-6091
Fax: 608-876-4172

Parkview Elementary School
408 W. Beloit St.
Orfordville, WI 53576
Office: 608-879-2956
Fax: 608-879-9375

Parkview Jr./Sr. High School
106 W. Church St.-P.O. Box 247
Orfordville, WI 53576-0247
Office: 608-879-2994
Fax: 608-879-2732

Pupil Services
408 W. Beloit St
Orfordville, WI 53576
Office: 608-879-2352
Fax: 608-879-9375