



October 16, 2006

Dear Parent:

**Re: Administration of Medication**

Principals, teachers and support staff of the TCDSB are not permitted to administer any type of prescription medication during the school day, unless we have written signed authorization signed from you the parent AND the prescribing physician. The forms to dispense any medication must be updated on a regular basis and are available from the school principal. The forms once completed are kept on file at the school.

**Also, please be advised that staff in TCDSB schools will not dispense non-prescription medications to students.**

Should you require any additional information or have any questions about this protocol please contact the school principal or the Special Services Department at 416 - 222-8282 ext. 2486.

Yours truly,

Jim Saraco, Ed. D.  
Superintendent of Education, Special Services