



MONROE COUNTY
COMMUNITY SCHOOL CORPORATION
ENGAGE. EMPOWER. EDUCATE.

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Medication Pick Up Process

In the event of a school closure, your student's medications will be available for pick up on 2 different occasions as follows:

Where: Your student's home school

When: First Medication Pickup Time: Between the hours of 11am-2pm, the day following the school closure (if the closure occurs on Friday, the medication pickup will occur following Monday).

Second Medication Pickup Time: The next Food Pick Up day following the school closure.
Food Pick Up days are M, W, F.

How: A table will be set up in the breezeway of your student's home school. Health Services Staff will be on sight to retrieve your student's medication for you. Once the medication is retrieved, a sign-out sheet will be completed for records.

Who: Parent/Guardian or any Emergency Contact listed in your student's *Skyward* profile may pick up your student's medication. If you need someone outside of the above criteria to pick up the medication, please provide a signed, written statement of the adult individual (cannot be a student) you grant permission to pick the medication up.

Need to bring: Photo ID

*If the individual picking up is *not* someone who is listed in your student's *Skyward* profile, they must bring a note signed by the parent/guardian.

Note: Medications not picked up will be stored in the school health office.