



106 St. Mary's Place
Laurel, MD 20707
301-498-1433

Dear Parents/Guardians:

My name is Ruth Rogers, and I am the nurse for St. Mary of the Mills School. I am here daily, Monday – Friday, from 7:30am to 3:30pm.

The Archdiocese of Washington (ADW) Catholic Schools require completing certain forms before **administering any medications** to your child. **Please ensure that all forms are fully completed and signed by a licensed health care provider (LHCP).** A prescription note from the provider can be accepted in lieu of a signed form. **The forms and the medications should be turned into the school at the same time.**

Each medication, action plan, and/or treatment must have a separate Authorization Form completed by both the parent/guardian and the LHCP on file in the Health Room *before* anything can be dispensed or administered. If you are unsure as to which form to use, please refer to the chart below. *The forms are available on the school website under the "Parents" tab.*

Students enrolled in the Before/After Care Program (ESP) will need separate authorization forms, medications, and supplies.

Children should not carry medications in their backpacks for personal use. The only medications authorized for self-carry are inhalers and EpiPens. Please have your LHCP complete the section on the medication form authorizing self-carry. Only those students cleared by their LHCP will be allowed to self-carry medications.

All medications, including over-the-counter medicines, should be sent in their original container with the student's name, dosage, and frequency noted. Please keep in mind that we do not have stock medications for student use.

Please feel free to contact me with any questions or concerns.

Thank you,
Ruth W. Rogers, RN, BSN, MPH
(301) 498-1433
rrogers@stmaryofthemills.org

EpiPens	ADW Form 6: Allergy Agreement and Action Plan
Inhalers	ADW Form 9: Inhaler Authorization Form
All other medications. This includes daily (e.g., ADD meds; insulin), antihistamines (including those associated with the Allergy Action Plan), and all over-the-counter medications.	ADW Form 8: Student Medication Authorization

"We Inspire Life Long Learning in a Loving, Secure Catholic Community"