



Dear Parent/Guardian,

This letter is to inform you of the policy regarding transporting medication to ICA as well as the procedure followed when a client/student's medication at ICA is running low or empty.

As stated in the Client/Student Handbook, when sending medication to work/school on the bus, the medication must be handed to a responsible person by a responsible person. (Do not place bottles containing medication in the lunch boxes or backpacks, jackets, etc.) All prescription medication must be sent in the original container, labeled with the client/student's name, the dispensing date, the physician's name, the prescription name and number, the name of the dispensing drug store or pharmacy, and any other special directions for administration.

A note will be sent home with the client/student when there are 3 doses of the medication remaining at work/school. On the day that the last dose of medication is given, the empty medication bottle will be sent home. If you need a medication bottle for the remaining medicine at home, please speak with your pharmacist. The pharmacist should be able to give you an empty extra properly labeled bottle for that medication.

If you have any questions, please call.

Thank you,

ICA Healthcare Team

