March 19, 2014

MEMORANDUM

TO: City and County Superintendents of Education

FROM: Thomas R. Bice
State Superintendent of Education

RE: Medication Documentation During Severe Weather

As you know, Governor Robert Bentley declared a state of emergency during the severe weather experienced in parts of the state on January 28-31, 2014. In light of the severe weather issues, each local education agency (LEA) lead nurse or superintendent designee must document that the student(s) did not receive medication during those days in the STI.

Since all students were to be counted as present, please enter in the free text box of Medication Administration that medication was not issued due to severe weather absenteeism.

Additionally, a count of all controlled medication should be reflected in your Medical Administration Records (MAR) following the STI documentation.

If you have questions regarding this matter, please contact Ms. Jennifer Ventress at 334-242-8165 or jventress@alsde.edu.

TRB/JV/KM

cc: School Nurses
Mrs. Sherrill W. Parris
Dr. Linda Felton-Smith
Dr. Marilyn Lewis

FY14-2044