



## SAINT JOSEPH SCHOOL

Saint Joseph Catholic School  
271 East Main Street, Dallastown, PA 17313

# Medical Privacy Act

Dear Parent/Guardian,

Please be advised that recent changes in the law have made it necessary to change some of our guidelines. According to the Privacy Act, many of the physician offices are no longer faxing any medical information. This includes medical records, prescriptions, immunization records, etc.

All records must be obtained from the physician's office by the parent and sent or taken into school. Therefore, the school nurses will no longer be requesting faxed medication orders from any physician. Please be aware of this if your child must receive a prescription medication during the school day. It will be the Parent's responsibility to obtain all necessary forms/orders from the physician. If the physician's order is not received, the medication will not be given to your child until you have obtained the written order and have sent it in to school. There will be no exceptions to this policy. Please do not request that the school phone the physician's office for the medication order. We apologize for any inconvenience. Thank you for your anticipated cooperation in this matter.

\*Please note: for prescription medication, apparent note and written MD order must be received or the medication will not be given to your child. For all over the counter medication, only a parent note is required.

Mrs. Margaret A. Snyder, M.Ed., M.S.

Principal

St. Joseph Catholic School

Dallastown, PA 17313

[www.sjdrcc.org](http://www.sjdrcc.org)