



**Aston A. Henry, Jr., Director  
Risk Management Department**

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August 12, 2024

**TO:** Heather E. Katcher, Director  
Coordinated Student Health Services

**FROM:** Julianne Gilmore, Employee Health Testing Specialist  
Risk Management Department

**SUBJECT: EXPIRED MEDICATIONS REMOVAL PROCEDURES:**

- Please fill out the following "Medication Removal Form" Place a copy in a pony envelope at your location (the Office Manager can assist with providing a pony envelope) and keep a copy of the completed form for your location's binder
- Please be sure to blacken out any RX information pertaining to the individual the medication was prescribed for.
- If you should need bubble wrap for breakable items, please contact Julianne Gilmore 754-321-1905 or Risk Management's Main Number -754-321-1900.
- Please place the completed copy of the "Medication Removal Form" inside the pony envelope, box, or package containing the expired medications, addressing the contents to **KCW 11th Floor, Risk Management Department**
- **Do Not forget** to place a copy of the completed "Medication Removal Form" in your school's binder for your records