

Dr. Lena Edwards

ACADEMIC QUARTER SCHOOL

COMPASSION • DILLIGENCE • INTEGRITY • RESPECT • RESPONSIBILITY

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LETTER TO PARENT REGARDING ADMINISTRATION OF MEDICATION IN SCHOOL

Dear Parent,

In case you are unfamiliar with the school's policy on the administration of medication to students by the school nurse, we would like to bring you up to date on this matter. If your child must have medication of any type during school hours, including over-the counter drugs, you have the following choices:

- 1) You may come to school and give the medication to your child at the appropriate times.
- 2) All medicines brought to school must be in the original container.
- 3) All prescription medicines must have a pharmacy label.
- 4) No medicine can be accepted by the school nurse without a doctor's order and parent permission.
- 5) Any medicine (prescription or over-the counter) to be given by the school nurse must have a written order from the doctor and parent/guardian permission.
- 6) All medicines to be given by the school nurse must be brought to school by parent/guardian and picked up when medicine expires or end-of-school year.
- 7) If your child is subject to unusual health hazards such as allergy to certain foods or bee stings, and/or requires special medical intervention. (eg. asthma, diabetes, etc.) Please notify the school nurse.
- 8) Diabetic students: The School Staff will follow the New Jersey State Board of Education Plan for "Care of Diabetic Students at School." Contact the school nurse for development of your child's Individual Health Plan.
- 9) Some students may need self-medication for certain chronic health conditions. Students who need to self-medicate with prescription drug (i.e. inhaler, Epi-pen, oral prescription medications. etc.) must have a self-medication authorization form on file at school, which includes the physician and parent/legal guardian signatures. Forms are available in the nurse's office.
- 10) At the conclusion of a student's treatment, the unused medication must be removed from the school by the parent.

School personnel will not administer any medication to students unless they have received a medication form properly completed and signed by the doctor; and the medication has been received in an appropriately labeled container. In fairness to those giving medication and to protect the safety of your child, there will be no exception to this policy. If you have any questions about this policy, or other issues related to the administration of medication in the schools, please contact School Nurse. Thank you for your cooperation.