



MEDICATION ADMINISTRATION POLICY

Dear Parent/Guardian,

If I would like to take this time to explain the policy for dispensing medications at school and make you aware of the following:

- Students are not permitted to carry medications in school. (Except inhalers & epi-pens with Written order from your physician).
- **MEDICATIONS SHOULD BE GIVEN AT HOME, IF AT ALL POSSIBLE.**
- The policies of the Educational Services Commission of New Jersey and the State of New Jersey requires that any medication to be given in school must be accompanied by a **Written order form** from your physician. A form is attached for your use. This form must be completed for **all types** of medication prescription and non-prescription i.e., inhalers antibiotics, Tylenol, etc. This form must be signed by the physician and dated. (Duplicate the form, if necessary, or request extra copies from the school office).
- The medication must be given to the school nurse in a **pharmacy labeled** container which includes the name of the **student**, **expiration date**, name and telephone number of the pharmacy, the prescription number, the **name and dosage of the medication the directions for administering the medication and the time it is to be dispensed** at school along with the name of the physician who prescribed the medication.
- Medication Orders need to be renewed with every school year.

New Jersey State Law requires that all medication be kept in the nurse's office for the safety of all the children. Inhalers are included in these items.

Along with the physician's form, a parent's / guardian's form must also be completed and signed, giving permission for the prescribed medication to be administered in school. The only alternative to the above policy would be for one parent / guardian to come to the school to administer the medication to the child personally.

The school **must have** the parent's / guardian's cell phone, work phone, home phone number and two emergency contact numbers on file. The form you filled in at the beginning of the year should have this information. If **any** of these numbers change during the school year, please notify the school immediately. We must be able to reach someone quickly in an emergency.

In addition, we would like to remind you to phone in all illnesses and absences to the school office. It is extremely important that diseases or injuries be promptly reported to the school. Please submit any Health-related correspondence to NURSE / CONFIDENTIAL. Your cooperation in this area will be greatly appreciated.

I wish everyone a successful school year. If you have any concerns, please feel free to call me anytime at (732) 390-4200.

School Nurse

Donna Uozal R.N.