

HASBROUCK HEIGHTS PUBLIC SCHOOLS

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Dear Parent/Guardian:

RE: Administration of Medication

This letter contains important information about the procedures that must be followed if your child needs medication during the school day. The District's Administration of Medication policy, in response to the State's guidelines, requires that:

- 1) All medication, whether prescription or over-the-counter, shall be administered by the school nurse.
- 2) **All medication, whether prescription or over-the-counter, shall be brought to the nurse's office by the parent or guardian. A receipt of medication will be signed by parent and nurse. Students, regardless of age, are not to carry medicine to school.**
- 3) Prescription medication shall be in the original labeled bottle or container. Ask your pharmacist to divide the medication into two completely labeled containers - one for home and one for school.
- 4) Over-the-counter medication shall be in a fresh, unopened bottle with the original, manufacturer's label on it.
- 5) Along with the **prescription or over-the-counter medication**, the parent or guardian shall bring two written requests to the nurse's office.

One request from the parent or guardian shall give permission for administration of medication and shall relieve the Board of Education and its employees of liability for such administration.

The other request shall be from the **legal prescriber (physician, dentist or nurse practitioner)** and shall include the name and purpose of the medication, the dosage, instructions for administration, the name of the prescriber and date.

For your convenience, **the attached Medical Form may be used for the written requests.** Feel free to make copies as needed. Additional request forms are available in the nurse's office.

- 6) The district's medication policy applies to all students, including those students 18 years of age or older.
- 7) Students will be permitted to self-administer medication for asthma or other potentially life threatening illnesses or conditions as permitted by law only with written certification by the physician and written authorization by the parent. (See enclosed letter and authorization form.)

By sending you the information and forms at this time, you will be able to plan for the coming year by obtaining the appropriate physician's written orders for medication. If you need additional forms, they are available in the main office and nurse's office in each school.