

GREAT NECK PUBLIC SCHOOLS
Health Services
N.Y.S. Guidelines for the Administration of Medication

The Great Neck School District, in accordance with the New York State Education Department, will administer medication to students while in school only when the following rules are followed:

1. A WRITTEN ORDER FROM A LICENSED PRESCRIBER IS REQUIRED

All medications, including nonprescription drugs, given in school shall be prescribed by a licensed prescriber on an individual basis as determined by the child's health status.

A. Written order for prescription and nonprescription medications should minimally include:

- a. Student's name and date of birth
- b. Diagnosis
- c. Name of medication
- d. Dosage and route of administration
- e. Self-administration orders – if indicated
- f. Frequency and time of administration
- g. For PRN (as necessary) medications → conditions under which medication should be administered
- h. Date written
- i. Prescriber's name, title and signature
- j. Prescriber's phone number

B. Special considerations

- a. Medication orders must be renewed annually or when there is a change in medication or dosage.
- b. The pharmacy label does not constitute a written order and cannot be used in lieu of a written order from a licensed prescriber.

2. A WRITTEN STATEMENT FROM THE PARENT OR GUARDIAN REQUESTING ADMINISTRATION OF THE MEDICATION IN SCHOOL AS ORDERED BY THE LICENSED PRESCRIBER IS REQUIRED.

3. MEDICATION

A. PRESCRIPTION MEDICATIONS → The pharmacy label must display:

- a. Student's name
- b. Name and phone number of pharmacy
- c. Licensed prescriber's name
- d. Date and number of refills
- e. Name of medication/dosage
- f. Frequency of administration
- g. Route of administration and/or other directions

B. OTC MEDICATIONS → Must be in the original manufacturer's container/package with the student's name affixed to the container. The same applies to drug samples.

* The parent or guardian must assume responsibility to have the medication delivered directly to the health office in a properly labeled original container.

** Medications should not be transported daily to and from school. Parents should be advised to ask the pharmacist for two containers – one to remain at home and one at school.

*** NYS Education Department regulations require unused portions of medication be returned to parent or designated person only