

# BORDENTOWN REGIONAL SCHOOL DISTRICT SCHOOL HEALTH SERVICES



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## ADMINISTRATION OF MEDICATION IN SCHOOL

When the administration of prescription or over the counter medication is to be given in school, the following guidelines are to be followed:

1. The parent/guardian must provide a written request for the administration of the prescribed medication at school. (See Medication Consent Form)
2. A written order is to be provided to the school from the private physician and must have the diagnosis, or type of illness, the name of the drug, dosage, time of administration and the side effects.
3. The medication is to be brought to school by the parent or guardian in the original container, appropriately labeled by the pharmacy, or physician, with the student's name. Inhalers must have the prescription attached to the inhaler.
4. The school will provide a secure locked space for the storage of all medication.
5. The certified school nurse or parent/guardian are the only one by law to administer the medication in school.
6. The recording process is required to be maintained by the school nurse.
7. The self-administration of medication for life-threatening illness such as asthma or allergies is permitted provided that the appropriate forms are completed. Contact your child's school nurse for further information.
8. Please send in a small photograph of your child.

**It is encouraged that medications prescribed twice or three times daily be administered at home.**

- Please note that when there is a change in daily schedule (i.e. delayed openings, early dismissals, tardiness, 1/2 days), the school nurse will administer the medication at the prescribed time on this form unless he/she is directly notified to the contrary by the guardian.

**If you have any questions, please speak with the school nurse.**