

## MEDICATION POLICY

Dear Parent/Guardian:

I would like to inform you of the policies that have been put in place to ensure the health and safety of children needing medications during the school day. Our school requires that the following forms must be on file in your child's health record before we begin to give any medicine at school:

1. **Signed medication order from your child's healthcare provider.** The written medication order form should be taken to your child's licensed prescriber (your child's physician or nurse practitioner, etc.) for completion and returned to the school nurse – for BOTH prescription AND over-the-counter medications (ex., Tylenol, Ibuprofen, or Benadryl). ***This order must be renewed as needed and at the beginning of each academic year.***

2. **Signed consent by the parent or guardian** to give the medication. Please complete the enclosed consent form and give it to the school nurse.

Medications should be delivered to the school in a pharmacy or manufacturer-labeled container by you or a responsible adult whom you designate. Please ask your pharmacy to provide separate bottles for school and home. No more than a thirty-day supply of the medicine should be delivered to the school.

If any of the required forms are missing from your child's health record we will NOT be able to administer the medication. So when your child needs a medication to be given during the school day, please act quickly to follow these policies so we may begin to give the medication as soon as possible. The required form has been enclosed with this letter.

**\*PLEASE NOTE THAT MEDICATION ORDERS MUST BE RENEWED EACH YEAR.**

Thank you for your cooperation.

Sincerely yours,

Cherisse Sardon Garrity  
School Nurse  
(617) 325-7977 extension 202

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