

Dear Parent/Guardian:

We would like to inform you of the policies that have been put in place to provide for the health and safety of students requiring medication administration during the school day.

The school nurse is responsible for the administration of all medication, as required by Massachusetts General Law, Chapter 94C. When your child needs medication during the school day, please act promptly to follow this policy so that we may begin to administer the medicine as soon as possible. Thank you in advance for your cooperation.

The medication permission form must be completed by both physician and parent/guardian, in ink and be on file in the Health Office before any medication is administered.

The following statements highlight the main points of the policy. The entire policy is available for review in each health office.

- Medication orders must be renewed at the beginning of each school year.
- Non-prescription medication (over-the-counter) will be handled the same as prescription medication
- School physician signed protocols for acetaminophen(Tylenol) and ibuprofen(Advil, Motrin) are in place and only require a parent/guardian signature
- Once a day medication administration must be scheduled at times other than during school hours.
- All medication must be delivered to the Health Office by the student's parent/guardian, or a designated adult.
- Only a thirty (30) day supply of medication will be accepted at any time.
- All medication must be delivered in a correctly labeled pharmacy, or manufacturer's medication container.
- The pharmacy-labeled container can be used in lieu of a physician's order only in the case of short-term medications, i.e., those medications to be given for ten (10) school days or less. If the school nurse has a question about the medication, she may request a licensed prescriber's order.
- Self-administration of medication outside of the health room must be authorized by the school nurse.
- If a medication needs to be given during a school sponsored event such as a field trip, the school nurse must be contacted in advance, in order to allow time to make special arrangements, prior to the outing.
- A parent may retrieve the medicine from the school at any time.
- All medications must be picked up by a parent/guardian, before the close of the school year. Any medications that are not picked up by the close of school will be destroyed.

Revised 4/2023

