

Island Trees UFSD

PROCEDURE FOR THE ADMINISTRATION OF
MEDICATION IN SCHOOL

Dear Parent or Guardian,

In compliance with the New York State Education Law, the following procedures MUST be followed for the administration of any PRESCRIPTION and NON-PRESCRIPTION medications. The purpose of adhering to these procedures is to protect and prevent your child from the possible hazards of sharing medications with other students, losing the medication, and not receiving the medication as prescribed.

PROCEDURE:

- 1: The school nurse MUST have on file a signed consent from parent/guardian and licensed prescriber. The attached form must be completed.
- 2: All medications should be delivered directly to the school nurse by the parent/guardian.
- 3: *Prescription* medications must be delivered in the original prescription container.

The pharmacy label must display:

- a. Student name
 - b. Name & phone # of pharmacy
 - c. Licensed prescribers name
 - d. Date and number of refills
 - e. Name of medication and dosage
 - f. Frequency of administration
 - g. Route of administration and/or other directions
- 4: *Non-prescription* medications must be in the ORIGINAL manufacturer's container with the student's name affixed to the container.
 - 5: To carry and self administer medication the school nurse must receive a request from a parent/guardian and the licensed prescriber permitting the student to self-administer medication.

Thank you for your cooperation!

Karen Stephens, R.N.
Island Trees Memorial Middle School
Health Office