

## PROCEDURES FOR MEDICATION ADMINISTRATION AT SCHOOL

In order for many students with chronic health conditions and disabilities to remain in school, medication may have to be administered during school hours. However, parents/guardians are encouraged to administer medications at home whenever possible. Medications should be administered in school only when necessary for the health and safety of students. Herbal remedies and nutritional supplements are not considered medications and should not be administered in school.

The only individuals permitted by law to administer medication to pupils in schools are:

- School staff holding a current medical or nursing license in the State of New Jersey (e.g., the school doctor or the school nurse)
- A substitute school nurse employed by the district
- The pupil's parent or guardian

Children are not permitted to self-administer any medication in school. (Students needing life saving medication are an exception to this rule, but must have proper documentation from their physician on file in the nurse's office.)

Parents must provide the school nurse with a written doctor's order for all medications, *both prescription and over the counter medications (including vitamins)*. A New Jersey licensed physician, dentist or nurse practitioner may write the medication order. This written order must include the following information:

- The pupil's medication diagnosis for which the medication is required
- The name of the medication, the dosage and time of administration
- Any potential side effects
- An outline of any restrictions the medication might make on the student's daily activities
- A clear description of the conditions under which the medication is to be used
- A list of any other medication the pupil receives that might enhance, alter or impact the effects of the ordered medication
- The prescribing healthcare provider's *signature and stamp*

All medication orders must be renewed in writing, by both the parent and healthcare provider, at the beginning of each school year or when re-evaluation of the student is indicated.

Parents must also provide a written request for administration of the medication, which grants permission for such administration and relieves the Board and its employees of liability for administration of medication. Board-approved medication forms are available upon request from the school nurse.

All medication, prescribed and over the counter, must be brought to school by the parent or guardian in the original, labeled bottle or container and shall be picked up at the end of the period of medication or at the end of the school year.

All of the above criteria must be met before medication may be administered at school. Should parents/guardians have any questions or concerns, please call your school nurse.