

MIDDLETOWN TOWNSHIP PUBLIC SCHOOLS

Middletown, New Jersey

Medication Policy

Dear Parent/Guardian:

If under exceptional circumstances a child is required to take **any** PRESCRIPTION or NON-PRESCRIPTION (Over the Counter) medication during school hours and his/her attendance at school would not be detrimental to the health or physical well-being of others, the following procedures shall be followed.

1. Wherever possible the parent/guardian shall administer the medication.
2. If the parent/guardian is unable to be at the school, medication shall only be administered by the **school nurse**, **after the following have been received.**
 - a. A written statement from the parent/guardian giving permission to give the medication prescribed by the attending physician.
 - b. A written order from the attending physician which shall include:
 - 1) Child's name and name of medication.
 - 2) Purpose of the medication, dosage and termination date.
 - 3) Possible side effects.
 - 4) Medication shall be in its original container.
3. The parent/guardian of the child shall assume responsibility for informing the school nurse of any change in the child's health or change of medication.
4. The school nurse shall:
 - a. Inform appropriate school personnel of the medication.
 - b. Keep a record of the administration of the medication.
 - c. Keep medication in a locked cabinet.
 - d. Return unused medication only to the parent/guardian.

The school district retains the right to reject requests for the administration of medicine.
Thank you for your cooperation.

IF YOUR CHILD IS UNDER MEDICATION, PLEASE CONSULT WITH YOUR PHYSICIAN ABOUT GIVING THIS MEDICATION BEFORE AND/OR AFTER SCHOOL HOURS, AS NO CHILD SHALL BE ALLOWED TO TAKE ANY MEDICATION IN SCHOOL UNLESS THESE PROCEDURES HAVE BEEN FOLLOWED.