

****Required if your child has any meds or tube-feeds at school**

Medication Packet: *Please review the policies below and the attached forms. We cannot administer any medication at school unless we receive the completed, signed forms. Vitamins, supplements or medication that is ordered for once or twice per day, should be taken at home.*

Dear Parent/Guardian:

I would like to remind you of the policies that have been put in place to ensure the health and safety of children needing medicines or G-tube feedings during the school day.

It is required that the following forms must be on file in your child's health record **before** we begin to give any medicine at school.

1. Administration of Prescription Medication form – this form should be taken to your child's licensed prescriber (your child's physician, nurse practitioner, etc.) for completion. The parent should then sign it giving consent and returned to the Medical Department.
2. Administration of Non-Prescription Medication form – this form should be completed and signed by the parent giving consent and returned to the Medical Department. A signature from your child's licensed prescriber is optional.

These orders must be **renewed as needed and at the beginning of each academic year**. All medications stored at school must be picked up on the last day of school or they will be discarded.

ALL Medicines **MUST** be delivered to the school in a pharmacy or manufacturer-labeled container **by you or a responsible adult whom you designate**, child's driver, etc. **We cannot accept medication that is delivered in any other way** (ie backpacks, etc). 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. The medical staff will attempt to alert you when medication has expired or is in need of refill but it is the **responsibility of the parent** to ensure that adequate medication is available at school.

When a medication is expired, discontinued or surplus is remaining at the end of the year, the medication must be picked up by a parent, delivered via the driver or it will be destroyed and disposed of.

When your child needs a medicine to be given during the school day, please act quickly to follow these policies so we may begin to give the medicine as soon as possible. Orders may be faxed to our new, secured medical fax at 781-861-8080. Thank you for your help.

Warm Regards,

Michele Passanisi, R.N.
Director of Nursing