

Washington Township Board of Education

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Dear Parents or Guardian:

We wish to remind you of the procedures required for a student to receive medication in school. These are based on the requirements within the guidelines set forth by the health Division of the New Jersey State Department of Education and the Washington Township School Board of Education.

If your child must take medication during school hours, these rules and regulations must be adhered to:

- All medications for administration at school must be prescribed by your MD, DO, or advanced practice nurse.
- A written order from the prescriber must accompany all **prescription** and **over-the-counter medications**. The order must include the name of the medication, the purpose of the medication, the dosage, the time at which or the special circumstances under which the medication shall be administered, and the possible side effects.
- The prescribed frequency of consumption must be sufficiently high to require administration of at least one dose during school hours.
- Parents must bring this medication in person to the nurse's office. All prescription medication must be properly labeled with the pharmacist's label to include the pupil's name, doctor's name, name of the medication and date prescribed. The date must be current.
- All over the counter medication should be in the original container.
- All medications which have been approved by the parents and prescriber for administration must be kept by the nurse in a locked cabinet in her office. The medication will remain under the supervision of the nurse at all times.
- On overnight school trips a parent may request, in writing, that the school nurse dispense a non-aspirin product (acetaminophen) to their child. The product will be supplied by the school district.
- The nurse will keep a record of the administration of medication. The medication will be administered to the pupil by the nurse only, except as follows in Asthma Bill #2600 and Emergency Administration of Epinephrine: P.L. 1997, C-368 (N.J.S.A. 18 A:40-12.5 and 12.6). These bills allow students to carry their own inhalers and EpiPens with signed permission from a physician and parent. Please contact your school nurse for more information regarding this policy.

It is important that this policy is followed without exception so that the safety of all our children is secured. Please be sure that the emergency information card sent home with your child is filled out promptly. This information will be used in case of an accident or illness during school hours.

If you have any questions regarding the above information, please call your school nurse.

Thank you for your cooperation and understanding.

Sincerely,

Jeffrey S. Mohre
Superintendent of Schools