

St Margaret's School
315-455-5791
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Dear St Margaret's Families;

Occasionally it may be necessary for a student to take medication (prescription or non-prescription) during the school day. Every effort should be made to administer medications at home, before and after school hours. However, this may not always be realistic or practical. School nurses are responsible for the management and supervision of medication administration to students per guidelines set forth by the NYS Education Department. Prescription medications are defined as drugs requiring a written order for dispensing signed by a licensed prescriber. Nonprescription drugs are medications purchased over the counter (OTC) without a prescription. In the school setting, medications are defined as prescription medications **AND** nonprescription medications. Regardless of whether it is an OTC or prescription medication, the guidelines for school administration are the **SAME**.

Important Note: In order for a school nurse to administer **ANY** "over the counter" medication to an individual student, **A WRITTEN SIGNED ORDER IS REQUIRED FROM HIS/HER LICENSED PRESCRIBER**, such as a doctor, dentist or nurse practitioner. There is no longer any exceptions for such OTC medications as Tylenol (acetaminophen), Advil & Motrin (ibuprofen), Calamine lotion, antibiotic creams and ointments, cough medicines, decongestants, antihistamines, antacids, medicated throat lozenges, cough drops, etc. **ALL** medications (over the counter and prescription) which a school nurse is requested to administer to an individual student must have a **WRITTEN SIGNED ORDER** as well as a signed permission slip from the parent/guardian. This strict requirement is mandated to all New York State schools by the New York State Board for Nursing.

Parents are responsible for complying with the following guidelines set forth by the NYS Education Department which enables the nurse to administer medications to students.

- Provide the School Nurse with a signed written authorization from the licensed prescriber which includes the name, dosage, route, frequency, and time of medication. It must also include the reason for the medication, and any possible side effects.
 - Provide the School Nurse with a signed written authorization from the parent or guardian for each medication the licensed prescriber has requested.
 - All medications must be delivered to the Health Office **by an adult**, in the **original pharmacy or store container**. (A second pharmacy labeled bottle is necessary for field trips.)
 - Each medication and any change in medication (dosage, frequency, etc.) must be accompanied with a new authorization from the licensed prescriber and parent/guardian.
 - All medications have to be kept in the Health Office and administered under supervision of the School Nurse.
 - A special authorization from the licensed prescriber and parent/guardian is required for any student who needs to carry and self-administer a medication such as an inhaler or an epi-pen.
 - Authorizations forms can be obtained from the School Nurse.
 - Medications must be picked up from the Health Office at completion of classes each June by an adult.
- If at any time you have questions regarding these guidelines, please call me during the school hours.

Thank you.
Nanette Pucino, RN
School Nurse