



Medication Information

The New York State Health Department has specific regulations that impact those children who will need to take prescription or non-prescription medications while at school. If your child is on a prescription medication or you expect that your child might need non-prescription, “over the counter” medication, you will need to fill out the Medication Administration form with your child’s health care provider and hand deliver the medication in its original container clearly labeled with the child’s name to the school nurse. A receipt will be signed by both the school nurse and the parent including a medication count. All medication will be kept in the locked medicine cabinet in the health office.

New York State Health Department requires that all children needing medications have a physician’s prescription or standing orders with all medications, including “over the counter” varieties. All medication will be administered by the school nurse. Medications allowed to be self-administered/self-carried are inhaled rescue medications, epinephrine auto-injectors, and insulin, glucagon, and other supplied diabetes management.

All other medications, prescription or non-prescription, will be administered by the school nurse. In rare situations, children needing medications will be self-directed in their consumption or be permitted to self-administer/self-carry if approved by both their doctor and parent while in the presence of the school nurse. The supervised student must be able to administer medication to him/herself via the correct route, dose, time identify the correct medication(shape color, etc.), identify the purpose of the med, know the parameters of when to take or not take, describe what will happen if the med is not taken, and has the right to refuse the medication if the student has any concerns. The staff is limited to assistance with tasks only at the direction of the student. This may include opening the bottle as directed by the student.

Medicine will be returned directly to the parents at the end of the school year. Parents will be responsible for collecting medications at the end of the school year, though they will be notified at least a month in advance of the medication expiration date. Parents will be notified by the nurse of medication via phone call, voicemail, or email for their own personal record while a record of all medications taken at school will be kept for each child and stored in their student file for one year following the last administration.

The Medication Administration form will need to be renewed yearly and we require a separate form for each child. Please reach out with any questions.