



## 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 office. While we understand the need of certain medications, we encourage you to work out a schedule that omits the administration of those medications during school hours if possible.

New York State Health Department requires that all children needing medications have a physician’s script or standing orders with all medications, including “over the counter” varieties. Children needing these medications will be self-directed in their consumption or be permitted to self-administer/self-carry if approved by both their doctor and parent unless conditions require the rapid administration of medications to prevent negative health outcomes.

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 need to be self-directed by the student with the supervision of the school nurse or trained staff in the appropriate office. The staff is limited to assistance with tasks only at the direction of the student. This may include opening the bottle; removing from the bottle the number of tablets, pouring the amount of liquid or verifying the correct dosage as directed by the student. Self-directed students should consistently be able to self-administer the medication correctly, identify the medication, its purpose, the correct dosage, the time of day it is needed, and refusal to take the medication if the student has any concerns.

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 of the administration 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. These policies do not apply to parents who administer medication to their own child at school. Please reach out with any questions.