



NORTH ANDOVER PUBLIC SCHOOLS

Medication Policy Letter to Parent/Guardian

Dear Parent/Guardian,

We would like to inform you of the policies of the North Andover Public School District pertaining to medications at school. This policy pertains to long term and short term prescription medications.

It is the policy of North Andover Public Schools to administer medication during school hours only when the prescribed schedule cannot be met outside of school hours.

North Andover Public School District requires that the **Consent for Medication Administration Form** must be on file in your child's health record before we begin to give any medicine at school:

- The Physician's Order section of this form must be completed by your child's licensed prescriber (physician, nurse practitioner, etc.). This order must be provided before the medication can be administered. *For short term medications, the prescription label will suffice as doctor's order.
- The Parental/Guardian Consent section must be completed and signed and delivered to the school nurse. No medication will be given without this form on file.

Additional parent responsibilities:

- Medications will be given in school **only when necessary**.
- Medications should not be taken during school hours if it is possible to achieve the medical regimen at home. Medication to be taken three times a day can be given before school, after school and at bedtime.
- All medications must be brought to school by a parent, guardian, or responsible adult designee, **never with the child**.
- Medication must be in a pharmacy or manufacturer labeled container. Please ask your pharmacist to provide separate bottles for home and school.
- Any changes in type or dose of medication must be accompanied by a doctor's order and reported to the health office as they occur.
- Medication can be retrieved from the school by the parent at any time and will be discarded if it is not picked up within one week following termination of the order, upon expiration or on the last day of school.

If your child needs a medication to be given during the school day, please act quickly to follow these policies so we may begin to give the medication as soon as possible.

Thank you for your help and cooperation,

School Nurse