

Date: \_\_\_\_\_

Dear Parent/Guardian:

Under New York State law, a school nurse is not permitted to dispense any medication in school without the information below. Two notes are required for medication administration:

1. From a parent giving permission to dispense the specific medication; and
2. From the child's physician stating diagnosis, medication name, dosage, time it is to be given, and any special conditions for administration.

Even if the medication is for only one or two days, a doctor's note as well as a note from you providing the information must be provided. Also, remember that medication may only be brought by the parent or guardian to the nurse, in the original prescription container.

Please note, all medication must be kept in the school health office. No child is permitted, under any circumstances, to bring medication to school to be taken on their own. For the safety of your child, as well as other children, please follow these rules. Thank you for your cooperation.

Sincerely,

\_\_\_\_\_, RN  
School Nurse

Telephone #: \_\_\_\_\_



Name of student: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Diagnosis: \_\_\_\_\_

Medication: \_\_\_\_\_ Dosage: \_\_\_\_\_

Time medication should be given: \_\_\_\_\_

Any special conditions for administration: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Physician's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Physician's telephone number: \_\_\_\_\_