

Dartmouth Public School Health Department

Dear Parent/Guardian,

We would like to inform you of the state regulations governing the administration of prescription medication in school. These policies have been put in place to ensure the health and safety of children needing medication during the school day.

These regulations require that the following forms must be on file in your child's health record before we begin to give any medication in school:

1. Signed medication order. The written medication order form should be taken to your child's licensed prescriber (your child's physician, nurse practitioner, etc) for completion and returned to the school nurse. This order must be renewed as needed and at the beginning of each academic year.
2. Signed consent by the parent or legal guardian to give medication. Please complete the consent form and return it to your school nurse.

Medications should be delivered to the school in a pharmacy or manufacturer labeled container by you or a responsible adult whom you designate. Please ask your pharmacy to provide separate bottles for school and home. No more than a thirty-day supply of the medication should be delivered to the school.

When 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. It is recommended that medication be administered at home. However, students who must receive medication during the school day are required to comply with the above regulations.

No over-the-counter medication, including Tylenol/Motrin, will be given in school without the required signed forms.

Medications may be withheld at the discretion of the school nurse if the nurse in her professional judgment, for any reason, believes that the administration of the prescribed medication may be harmful to the student. In such cases, the parents will be notified. If you have any questions, please contact the school nurse. Thank you.

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Dear Parent/Guardian,

Enclosed are medication forms that you should have your child's physician complete if you wish to have your child receive medication in school again next year. Please return both the physician and the parental consent forms when you bring in your child's medication.

The medication must be brought to school in a properly labeled container. Please read the enclosed parental cover letter. These same forms may be used if your child attends any of the Dartmouth Public Schools.

Thank you,

Dartmouth School Health Department