

***Pine Plains Central School District***

2829 Church Street  
Pine Plains, NY 12567

Cold Spring Early Learning Center  
358 Homan Road  
Stanfordville, NY 12581  
School Nurse, J. Heath, RN  
j.heath@ppcsd.org  
(845) 868-7451 ext. 2239; (845) 868-1105 (f)

Seymour Smith Intermediate Learning Center  
41 Academy Street  
Pine Plains, NY 12567  
School Nurse, J. Funk, RN  
j.funk@ppcsd.org  
(518) 398-3000 ext. 3103; (518) 398-1141 (f)

Stissing Mountain Jr./Sr. High School  
2829 Church Street  
Pine Plains, NY 12567  
School Nurse, M. Anderson, RN  
m.anderson@ppcsd.org  
School Nurse, J. Zengen, RN  
j.zengen@ppcsd.org  
(518) 398-7181 ext. 1335; (518) 398-0169 (f)

**RE: Medication/Treatment Cover Letter**

Dear Parent/Guardian:

The Health Office will be stocking these Over-the-Counter (OTC) medications: Acetaminophen (Tylenol), Antacid (Tums), Calamine, Benadryl, Antibiotic Ointment, Hydrocortisone Ointment, Aloe Vera Gel and Solarcaine. If these medications are ordered and authorized, you do not have to bring them to school for your child.

We have included a Doctors order form listing all Over-the-Counter medications in this packet. If you would like for your child to receive the above listed Over-the-Counter medications while at school, please have your doctor fill out the order form enclosed in this packet.

It is also acceptable if your doctor fills out his/her own form from their office. Please make sure this form states the name of medication, dosage, length, time and reason for administration.

All other medications, **OTC and Prescription**, will need a doctor's order and parental authorization on file in order to be given at school. This form is enclosed as well. **The medication must be in its original package or prescription container with professional label and must be provided by you and delivered to the school by an adult.**

In the rare instance when the school nurse (or nurse substitute) is not available to administer medication, **medication will not be given unless your child is considered to be *Supervised or Independent* (SEE ATTACHED FORM)**. This policy also applies to field trips where the school nurse will not be in attendance. If your child is not ***Supervised*** (self-directed) you may come to the school/field trip to administer your child's medication, or you may delegate this task to an adult not employed by the school district.

**Again, all forms require written parental permission. Your child cannot receive medication without both of these authorizations on file in the Health Office.**

All medication orders and parental authorizations must be renewed yearly.

Please feel free to give us a call if you have any questions.

Thank you,

School Nurses  
Pine Plains Central School District