

CITY OF BRIDGEPORT  
BOARD OF EDUCATION  
SCHOOL HEALTH SERVICES



Dear Parents:

If your child requires a prescription or any over-the-counter medication during the school day, you must follow the procedures required by Bridgeport Public Schools, CT General Statutes, Sec. 10-212a and CT administrative Regulations, Sec. 10-212a-1 through 10-212a-7. These procedures promote safe practices for students and staff; please read them carefully. No over the counter medicines, even cough drops, should be carried by a student in school unless the nurse is aware and the procedure below has been followed.

**PROCEDURE FOR REQUESTING MEDICATION ADMINISTRATION:**

1. For each medication that must be administered daily or on an as-needed basis, the parent must obtain a written order from an authorized prescriber (physician, dentist, advanced practice registered nurse, or physician's assistant) using Bridgeport Public School's form *Authorization for the Administration of Medicine by School Personnel*. A new order form is required each year.
2. The authorized prescriber must fill in the information requested on the form:
  - a. Name and strength of the medication;
  - b. Reason that the medication must be given (diagnosis);
  - c. Amount (dosage) of medication to be administered and route of administration;
  - d. Potential side effect of the medication;
  - e. Time of day that the medication is to be administered; and
  - f. Duration of the orders to administer the prescribed medication.
3. A parent or guardian must sign the Parent/Guardian Authorization portion of the form.
4. The medication must be packaged in the **original pharmacy container**, clearly labeled with the student's name, the authorized prescriber's name, and the prescription.
5. A responsible adult must bring the medication and the completed authorization.
6. **No more than a 45 Day Supply of medication may be stored at the school.**
7. At the end of the school year, any unused medication will be destroyed if not picked up by a responsible adult by the end of the last day of school.
8. If your child has a severe food allergy, asthma, diabetes, or other conditions that may require an emergency care plan in school, as well as medications, please schedule a meeting with the school nurse for additional required paperwork.

Thank you for your cooperation. Please contact the school nurse if you have any questions.