

**PENNSAUKEN PUBLIC SCHOOLS
SPECIAL SERVICES DEPARTMENT**

Dear Parent/Guardian:

Medications prescribed by your child's doctor may need to be given during school hours. For future reference, please review the policy requirements listed below. The following must be presented to the nurse before the medication can be given:

1. Written orders from the child's doctor detailing:
 - a. The name of the medication
 - b. Dosage
 - c. Time of administration
 - d. Length of time it is required to be given
 - e. Diagnosis

Ask for this note at the time of the doctor's visit.

2. A written note from the parent/guardian giving permission is needed.
3. The medication must be in the original container. If it is a prescription medication, the container must be labeled according to pharmacy standards. If it is an over the counter medication, the medication must be in its original container or box.
4. All medication must be brought to school by the parent/guardian or designated responsible adult. **Medications brought to school by the student will not be given.** When the period of medication administration is finished, all medication must be picked up from school by the parent/guardian or responsible adult.

Remember, parental permission alone is not sufficient. A doctor's order is required as well. Also, students are not permitted to transport medication to and from school. If you have any questions, please do not hesitate to call.

Sincerely,

School Nurses
Pennsauken Public Schools