

SOUTHAMPTON TOWNSHIP PUBLIC SCHOOLS

in Historic Vincentown Village
Southampton, New Jersey 08088

“Building a Tradition of Excellence”

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POLICY FOR THE ADMINISTRATION OF MEDICATION AT SCHOOL

Dear Parent/Guardian:

According to regulations set by the State of New Jersey, it is required that you provide a written prescription from your child's physician for any and all medication that is to be administered during school hours. This also includes all over-the-counter medications such as Tylenol.

Please understand that no exceptions will be made, as this is a mandate from the State of New Jersey and not just a district policy.

If you feel that your child may need any medications during school hours, the following procedures must be followed:

1. A written order is to be provided to the school from the child's health care provider. **A new physician's order is required at the beginning of each school year.** Faxed medication orders can be accepted as temporary orders only and must be followed up with the original order. This order must include:
 - a. Name of the medication
 - b. Dose and time medication is to be given
 - c. Reason for the medication
 - d. Specific instructions for class trips and half days
2. The parent/guardian must provide a written request for the administration of medication in school. (See Medication Authorization form)
3. All Medications must be in the **ORIGINAL CONTAINER** and properly labeled for the student.
4. Students **ARE NOT ALLOWED** to carry medications on the bus or into school.

Medication Authorization forms can be obtained from the school nurse's office or from the Southampton Township Schools webpage.

Administration of **asthma medications, epinephrine**, and self-administration of medication for asthma or other potentially life-threatening illnesses require additional documentation. Please contact your school nurse for these forms.

If you have any questions regarding this matter, please contact your school nurse.