



Pupil Services

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Dear Families,

We are writing to inform you of an important update to our district's medication procedures. *Effective immediately*, all medications administered during the school day—including over-the-counter (OTC) medications—now require a written medical order from a physician or nurse practitioner. This change aligns with requirements set forth by the New Jersey Department of Education and the New Jersey Board of Nursing. Please note that a new form must be submitted each school year.

What Families Need to Provide

If your child must receive medication during school hours, please submit:

- A physician's or nurse practitioner's written order indicating your child's name, the medication, dosage, timing, and reason for administration.
- Parent/guardian written permission for the school nurse to administer the medication.
- Medication in its original container (prescription bottle or OTC packaging). Expired medications cannot be accepted.

Please be aware that, under state regulations, the school nurse may not administer *any* medication—including Tylenol, Advil, cough syrup, antihistamines, Tums, allergy or anti-allergic eye drops, Anbesol, or cough drops—without a valid physician's order.

If you have already submitted a physician-signed form for this school year, it will remain in effect. However, an **additional form** may be required if you wish the school nurse to administer OTC medication.

The Medication Request Form is attached for your convenience.

If you have any questions or need support, please contact your school nurse.

Thank you for your cooperation as we work together to ensure the health and safety of all students.

Sincerely,
Rebecca Burns
Director of Pupil Services

Attachment: [Multiple Medication Request Form](#)