

The school nurse is only authorized to administer prescribed medications according to NYS Law and regulations.

These “medications” include all prescription, non-prescription OTC (over the counter) medications, creams, lotions, ointments, vitamins, alternative and herbal remedies.

1. The nurse must have a written order on file form from the prescribing physician indicating the frequency, dosage, and route of the prescribed “medication”.
2. The nurse must also have on file a written request from the parent/guardian to administer the “medication” as ordered by the physician. *See other side for the prescribers and parent/guardian authorization.*
3. All “medications” and supplies must be supplied by the parent/guardian to the school.
4. The “medication” must be delivered directly to the school nurse by the parent/guardian and match the ordered medication.
5. All “medications” must be non-expired, in the original pharmacy container with the prescription label intact or if an OTC medication in the original, sealed packaging.
6. If any supplies are received expired or not in the original packaging will be disposed of.

Please be aware that all medications must be picked up at the end of each school year by the parent/guardian. Any medications that are not picked up will be discarded. At the start of each new school year, new orders and medications will be required again with the above directions.

Thank you for your cooperation and understanding in this matter.
Sincerely,

Caroline Bormann BSN, RN
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Franklin Early Childhood Center School Nurse