

Dear Parents/Guardians,

To ensure compliance with New York State laws and guidance regarding medication administration in schools, please be advised that district school nurses are no longer permitted to provide or dispense over-the-counter (OTC) medications or OTC topical products to students from the school health office.

This includes, but is not limited to: Vaseline/Aquaphor (petroleum products), calamine lotion, skin lotions/creams/ointments, witch hazel, contact lens solution, eye drops, etc.

New York State guidance requires that all medications, both prescription and over-the-counter, administered in school must have:

- A written order from a licensed healthcare provider, and
- Written permission from a parent/guardian.

To assist families, the district has created an **Over-the-Counter (OTC) Medication Order Form**, which is enclosed with this notice and is available on the district website under **Health Office Documents**.

If your child requires an over-the-counter (OTC) medication or OTC topical product during the school day, parents/guardians may bring the district's OTC Medication Order Form to the child's healthcare provider for completion and signature. A parent or guardian must also sign the form. The completed form must be returned to the school health office along with the parent-supplied OTC product before it can be used at school.

In accordance with New York State regulations, the health office cannot maintain or dispense general "stock" OTC products. All OTC medications and topical products must be student-specific and properly authorized.

If you have questions please contact the Health Office at your child's school.

Thank you for your cooperation and understanding as we work together to ensure student safety and compliance with New York State requirements.