

St. James St. John School
180 Orchard Street
New Bedford, MA 02740
Telephone (508) 996-0534
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Dear Parent/Guardian,

We would like to inform you of the state regulations governing the administration of prescription medication in the school. These policies have been put in place to ensure the health and safety of children needing medications during the school day.

These regulations require that the following forms must be on file in your child's health record before we begin to give any medication in school:

1. **Signed consent by the parent or legal guardian to give the medication.** Please complete the consent form and return to your school nurse.
2. **Signed medication order.** The written medication order form should be taken to your child's licensed prescriber (your child's physician, nurse practitioner, etc.) for completion and returned to the school nurse. This order must be renewed as needed and at the beginning of each academic year.

Medications should be delivered to the school in a pharmacy or manufacturer-labeled container ***by you or a responsible adult whom you designate***. Please ask your pharmacy to provide separate bottles for school and home. No more than a thirty day supply of the medication should be delivered to the school, along with a note stating the number of pills sent in to school.

When your child needs a medication to be given during the school day, please act quickly to follow these policies so we may begin to give the medication as soon as possible. ***It is recommended that medication be administered at home.*** However, students who ***must*** receive medication during the school day are required to comply with the above regulations.

No over-the-counter medication, including Tylenol, will be given in school without the required, signed medication forms.

If you have any questions, please contact the school nurse. Thank you for your help.