

# Procedure for the Administration of Medications in School

## New York State Law requires that:

- Parents or guardians must personally deliver all medication to the school health office (unless a self carry order form is signed by parent and physician). All Controlled Medications must be brought by an adult.
- All medication must remain in properly labeled pharmacy or original over-the-counter (OTC) containers.
- A new prescription/medication form signed by the medical provider is required at the beginning of every school year.
- The parent/guardian must sign the medication permission form.
- Permission forms for medication administered must be filled out completely, meaning both guardian and provider needs to fill in their designated area. Should we receive a form that is not fully completed; the form will be considered null and void. We are not responsible for obtaining signed permission from your provider; it is your responsibility as their guardian.

We request that you ask your pharmacist to give you a **second identically labeled container** for any prescription medications your student will take at school. We also request that you bring **small containers of any OTC medications** that your student will take. This will allow the School Nurse to send these medications on field trips and comply with New York State laws pertaining to medication storage.

Medication forms are available on our district web site or may be obtained from the School Health Office. Your physician may use their own form if desired.