

High Meadow School-Health Office
3643 Main Street
Stone Ridge, NY 12484

**MEDICATIONS AT SCHOOL
PLEASE KEEP FOR FUTURE REFERENCE**

Dear Parents/Guardians:

Rondout Valley Central School district has set forth a policy regarding medications. This is in accordance with the Bureau of Health Services of the State Education Department. As you read these rules, please remember that they have been designed for the protection of your child.

A licensed prescriber should prescribe all medications that your child needs, including nonprescription drugs, given in school. Medication orders must be renewed annually or when there is a change in medication or dosage.

1. When at all possible, medications should be given at home.
2. Parents may administer medication to their child at school, in the Health Office with the nurse/administrator's knowledge.

For School Personnel to Administer Medication:

3. The school nurse must have on file a written request from the PRESCRIBER in which (s)he indicates the student's name, date of birth, diagnosis, name of medication, dosage and route of administration, frequency and time of administration, for occasional need medications-conditions under which medications should be administered, date written, prescriber's name, title, signature, and phone number.
4. A written statement from the parent/guardian requesting that the medication be administered is also required parents should ask the pharmacist for additional containers so that one may be kept in school.
5. As stated, nonprescription medications (Tylenol, Advil, Cough drops, syrup, Pepto-Bismol, etc.) must be treated the same.
6. Medications should not be transported daily. Parents must take responsibility to have the medicine delivered directly to the health office in a properly labeled container.
7. **DO NOT** send medication wrapped in a "baggie" or other unprotected package into school with your child! It **MUST** be a sealed labeled container.
8. Medication will be received for storage **ONLY** if the appropriate forms are on file. NO medication will be accepted or administered to your child if it cannot be identified as the prescribed medication.
9. Policy requires that medication be kept in the Health Office, **NOT** in the classroom with your child.

Please give me an opportunity to help you with your child's health concerns when they occur. There are usually safe solutions which can spare you inconvenience.

Sincerely,

HMS-Health Office