

PRESCRIPTION DRUG AND OVER THE COUNTER MEDICATION AUTHORIZATION

The New York State Education Department Bureau of Health Services has the following policy for taking medication in school. Immaculate Conception school is required to follow this policy.

1. The school nurse must have on file a written request from your physician in which the frequency and dosage of the medication is indicated. This applies to prescription and over-the-counter drugs including cough drops and Tylenol. A new doctor's prescription is required at the beginning of each school year. Your doctor may fax this to us. Our fax number is # 637-2672.
2. A written request from the parents, asking that the medication be taken in school as prescribed by the doctor, is also required. This also needs to be renewed yearly. A form is attached for your convenience.
3. The medication should be delivered to the nurse's office and picked up by the parent. If this isn't possible, the parent should telephone the nurse (#637-3961) and tell her the medication is being sent in with the child.
4. The medication should be kept in the nurse's office, not with the student, unless permission to do so is given by the nurse or the principal.
5. When obtaining the prescription, ask the pharmacist for a **duplicate prescription bottle** that can be left at school.
6. A parent or legal guardian may medicate his/her own child at any time during school hours. Please inform the nurse about the medication, dosage and time.

Date _____ Student Name _____ Grade _____

Medicine/prescription _____

Prescribing Doctor _____

Times to be given _____

I authorize _____ to dispense medication as directed to _____.
(school nurse) (child's name)

Signature _____
(parent/guardian)

Signature _____
(physician) ***your doctor may fax this information to the school (#637-2672)