

Dear Parents:

The State Division of Public Health and the Department of Education advise that it is permissible for the school nurse to administer medications under the following circumstances:

1. The medication has been prescribed by a physician.
2. The medication is clearly labeled (on a pharmacy label) with the pupil's name, the dosage, time and route of administration.
3. The parent has made a written request to the school nurse to administer the medication.

School nurses can now give non-prescription medications with parental permission. The following guidelines need to be followed:

1. The school nurse must assess the child's complaint and symptoms to determine if other measures can be used before medication is given.
2. The school nurse must be notified of any allergies, especially to medication, that your child has.
3. All medications sent to school must be in the original clearly labeled container.
4. The school nurse will keep a record of the medication given.
5. Nurses must use restraint at all times in the use of non-prescription medicines.
6. Parents must request in writing that a specific non-prescription medication be administered.
7. **Physician authorization for herbal or homeopathic remedies must be obtained before non-traditional non-prescriptions can be administered.**

ALL MEDICATION (PRESCRIPTION -- NON-PRESCRIPTION) MUST BE KEPT IN THE NURSE'S OFFICE.

Please contact the school nurse if you have any questions. Thank you for your cooperation. We can only assist you if you follow the above directions.

Sincerely,

Yvette Santiago  
Supervisor, Student Services

Revised 2000  
Form #22

LETTER TO PARENTS ABOUT  
NON-PRESCRIPTION MEDICATIONS

School nurses may now give non-prescription medications with parent permission. The following guidelines need to be followed:

1. The school nurse must assess the child's complaint and symptoms to determine if other measures can be used before medication is given.
2. The school nurse must be notified of any allergies, especially to medication, that your child has.
3. All medications sent to the school must be in the original container. **(This is the law.)**
4. Nurses must use restraint at all times in the use of non-prescription medicines.

Please contact the school nurse \_\_\_\_\_ if you have any questions.  
Nurse's name and phone number

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I have read the above and request the school nurse to give \_\_\_\_\_  
to \_\_\_\_\_ on \_\_\_\_\_  
Name of Non-prescription Drug  
Name of Student  
for the following reason(s): \_\_\_\_\_

\_\_\_\_\_

List known allergies to medicine: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Parent or Guardian

\_\_\_\_\_  
Date