

HOLY SPIRIT SCHOOL
330 Newark Pompton Turnpike
Pequannock, NJ 07440

Memo To: All Parents

From: Sr. Marie Antonelli, M.P.F.

Re: Medication Administration to Students

Date: School Year 2016-2017

The following is the policy for **Medication Administration** at Holy Spirit School. Please read and follow this procedure should your child need medication during the school day.

1. Pupils requiring medication at school must have both a written statement from the family physician, which identifies the type, dosage, time interval, duration, purpose and side effects of the medication and written permission by the parent or guardian requesting the school nurse to administer the medication at school. A form is available on our website or can be obtained from the school nurse. Keep a blank at your physician's office to use as needed.
2. Over the counter non-prescription drugs are not to be administered unless written permission is received from the physician. Guidelines as stated above prevail in the administration of non-prescription drugs. Submit paperwork accompanied by an unopened bottle of the over the counter medication.
3. Prescription medication must be given to the school nurse in the original prescription container, properly labeled by the pharmacist or physician.
4. Should your child require an epi-pen or an inhaler, allergy action or asthma action plans need to be completed each school year by your child's physician. Standardized forms should be available at your physician's office; otherwise the "FARE" form can be obtained on the website or from the school nurse.

If any child has an allergy emergency care plan, you and your child's physician must also sign and return Food Allergy Physician/Parent Authorization Form along with the "FARE" form and the student's emergency medication at the beginning of the school year.

5. A separate form is available from the nurse for self administration of inhalers and epi-pens only. This form also must be signed by both the physician and yourself in order for your child to self administer his/her emergency medication.

God bless you.