



*School Health Service  
Huntington Public Schools  
Huntington, New York 11743*

## **Administration of Medication and Management of Injured Students**

### **Administration of Medication**

State law prohibits the school nurse or other school personnel from administering medication to a child without a doctor's note. A parental request is **NOT** sufficient, and therefore the following is the district's policy concerning the administration of medication to school children.

If under certain unusual circumstances it is necessary for the child to take medication during school hours, the school nurse may cooperate with the family physician and the parent as follows:

- a. The parent submits a written request to the school authorities that medication be administered during school hours. **An appropriate form can be obtained from the Nurse's Office.**
- b. The family physician provides a written request which indicates the name of the, medication, frequency, and dosage of this prescribed medication and authorizes the school nurse to administer this medication during school hours.
- c. If the medication is to be administered for a period of more than two weeks the family physician must provide the school nurse with a written statement to this effect, otherwise all prescriptions must be renewed every two weeks by the family physician.
- d. The parent or guardian must assume responsibility to have the medication delivered directly to the health office in a properly labeled original container.
- e. Students are not allowed to carry medications in school. Should you wish your child to carry his/her own medication, you must sign a **Self-Medication Release Form**.

### **1. Prescription Medications**

The pharmacy label should display:

- a. Student's name
- b. Name and phone number of pharmacy
- c. Licensed prescriber's name
- d. Date and number of refills
- e. Name of medication/dosage
- f. Frequency of administration
- g. Route of administration and/or other directions

Medication cannot be transported daily to and from school. Parents should ask the pharmacist for two containers - one to remain at home and one at school.

### **2. Over the Counter Medications: All of the above requirements apply**

Over the counter medications must be in the original manufacturer's container/package with the student's name affixed to the container. The same applies to drug samples. Over the counter medications cannot be transported daily to and from school. Parents should purchase two containers - one to remain at home and one at school. Should you wish your child to carry his/her own medication, you must sign a **Self-Medication Release Form**

## **Management of Injured Students**

In case of an injury which requires the following:

1. Use of crutches
2. Use of elevator
3. Exclusion from participation in physical education
4. Early release from class - three minutes
5. Assistance with carrying books by another student

A physician's note requesting any or all of the above is required. A written parent permission for use of crutches in school must be provided. Students who arrive in school with crutches and without the required notes for use of crutches in school will be returned home.

A student may be excused from physical education for one to two days with written parental permission. Anything more than this requires a written note from the physician. The note from the physician must indicate the reason and duration of the excuse

Your cooperation is appreciated.

The Health Office

School Nurse

