

Sherburne-Earlville Elementary School
Sherburne, NY 13460
Health Office
Phone: 674-7338/7389 Fax: 607-674-8440



**THIS FORM IS TO BE COMPLETED ONLY IF YOUR CHILD IS REQUIRED TO
TAKE MEDICATION DURING THE SCHOOL DAY.**

Dear Parents/Guardians:

District procedures for administration of medication will mirror those recently adopted by the New York State Education Department. These procedures are as follows:

- ◆ Medication administered in the school setting will be managed and supervised by school nursing personnel.
Students are not to take any medication outside the school Health Office.
- ◆ **A written order from a licensed prescriber is required for a student to take medication during school.** Medication prescribed one; two, or three times a day need not be administered in school unless otherwise specified by the physician.
- ◆ **A written statement from the parent or guardian requesting administration of the medication in school as ordered by the licensed prescriber is required.**
- ◆ The parent or guardian must assume responsibility to have the medication sent in a properly **labeled, original container**.

Medication refers to both prescription and non-prescription drugs. *Non-prescription drugs are sometimes referred to as “over the counter” drugs and include, but are not limited to oral, inhalation, and topical forms.*

(These include Tylenol, Ibuprofen, and cold medicines.)

The form on the other side will need to be completed for each medication being administered at school. These forms can be copied and are also available at the office of local physicians and the Emergency Departments of area hospitals.

Only those medications that are necessary to maintain the student in school and must be given during school hours should be administered.

Please call the Health Office with any questions. Thank you for your cooperation.

Sincerely,
Candace Gayfield, RN
Belinda Hadamik, RN, BSN