

**CRANFORD PUBLIC SCHOOLS
CRANFORD, NEW JERSEY**

ADMINISTRATIVE REGULATION

ADMINISTERING MEDICATION IN SCHOOL

Diagnosis or treatment beyond first aid procedure is not usually the responsibility of the school. The administration of medication to pupils shall be done only in exceptional circumstances where the child's health may be jeopardized without it. Medication shall include all medicines prescribed by a physician for the particular pupil, including emergency medication in the event of bee stings or allergies.

1. A written statement is required from the parents giving the school permission to give medication prescribed by the family physician.
2. Pupils requiring medications at school, prescription or over the counter, must have a written order from the family physician which identifies type, dosage, time of administration, and the purpose of the medication.
3. The medication should be in the original container, identified by the pharmacy.
4. Medication must be hand delivered to a school authority by an adult. If medication is to be returned, it must be picked up by an adult. Medication must be picked up no later than the last day of school or the medication will be discarded.
5. The medication should be kept in the medical room in a safe place, locked out of reach of the students.

Exceptions:

- a. Asthmatic students may carry inhalers on their person with permission from parent and physician.
- b. In some cases students may also need to carry epi-pen (epinephrine) for certain potentially life threatening emergencies, with permission from parent and physician.

6. The school nurses or the parents/guardians are authorized to administer medicine in school when the above procedures have been followed.
7. Documentation is required to be maintained by the school nurse.
8. Medication orders must be renewed for each school year.

This Regulation Placed in Effect: August, 1999

Revised: October 22, 2007

Dr. Lawrence S. Feinsod
Superintendent of Schools