

Hamilton-Wenham Regional School District Health Offices

Dear Parent/Guardian:

We would like to inform you of the policies that have been put in place to ensure the health and safety of students needing medication during the school day.

For health and safety reasons, students should **never** transport medication to and from school or keep any medication in their possession during the school day, including over the counter medication.

*Exception to this policy is the “self-administration” consent, which allows students to carry their personal inhaler and/or EpiPen and self-administer as directed. Consent from their health care provider and parent/guardian are required for the self-administration order.

The following forms must be on file in your child’s health record before we begin to give any medication at school:

- 1. Signed consent by the parent or guardian to give the medication.** Please complete the attached consent form and return it to the school nurse.
- 2. Signed medication order.** The written medication order form should be taken to your child’s licensed prescriber (your child’s physician, nurse practitioner, etc.) for completion and returned to the school nurse. This order must be renewed at the beginning of each academic year and with any medication change.
- 3. Please provide a photograph of your child to the school nurse**
- 4. For short-term medications, i.e., those requiring administration for 10 school days or fewer, the pharmacy-labeled container may be used in lieu of a licensed prescriber’s order; if the nurse has a question, she may request a licensed prescriber’s order. A written parent consent form is required.**
- 5. Narcotic medications will not be administered in the school setting.**
- 6. Medication cannot be dispensed from the school clinic for field trips. If a student must receive medication while on a field trip, it is the responsibility of his/her parent/guardian to send in medication for that day.**

Medication should be delivered to the school in a pharmacy or manufacturer-labeled container by you or a responsible adult whom you designate. Do not send the medication with your child. Please ask your pharmacy to provide separate bottles for school and home. No more than a thirty day supply of the medication should be delivered to the school.

Thank you for your cooperation. Please feel free to call if you have any questions or concerns.

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The secure nurse fax line is 978-468-0450.

Attachments: [Consent for Medication Administration](#)
[Medication Order for Prescriber](#)