

PARSIPPANY-TROY HILLS TOWNSHIP SCHOOLS  
HEALTH SERVICES

**MEDICATION POLICY**

Dear Parent/Guardian:

Many parents request the school nurse to administer medications to students during school hours. Please be aware of the BOARD OF EDUCATION POLICY to which the nurse must **strictly adhere**. This policy includes both **prescription and non-prescription medications such as tylenol, ibuprofen, cough syrup, or vitamins**.

1. The request for the administration of medication must be made to the Principal **prior** to any administration of medication or delivery of the medication to school. An approved request will be signed by the nurse and principal, and will then be given to the parent for their signature. Upon approval, **ALL** medications, in their original container must be brought to the nurse's office and are to be administered by the nurse only. Students **may not** keep medications with them at any time. The only exception to this is an epinephrine auto-injector for allergic reactions, or an inhaler for students with asthma, if permitted by the student's physician. **PLEASE NOTE: a written allergy action plan or asthma action plan signed by the student's physician IS REQUIRED for auto-injectors and inhalers.**
2. **ALL** medications must be accompanied by a note from the parent **AND A NOTE FROM THE PHYSICIAN** containing specific instructions stating the name of the medication, time of administration and proper dosage.
3. No parent phone instructions can be accepted. **ALL** requests and directions must be sent to the nurse in writing from a physician.

**It is important to emphasize that the use of non-prescription medications during school hours is not encouraged. Physician's notes are necessary because:**

1. No licensed registered nurse in the State of New Jersey may dispense **ANY** medication without a doctor's orders.
2. Medications are drugs. We are trying to teach our students a **great respect** for the proper use of drugs. Taking medications should never become a matter of just "popping a pill" whenever a symptom occurs.

Please call your school nurse if you have any questions or need further clarification regarding the District Policy.