

# EAST GREENWICH TOWNSHIP SCHOOL DISTRICT

## GUIDELINES FOR MEDICATION ADMINISTRATION IN SCHOOL

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If your child will need medication administered during school hours, the necessary forms are available on through the [School Nurse Web Page](#) and linked below. The nurse cannot administer medications supplied by the parent without the appropriate school form.

- [An Asthma Action Treatment form](#) is required for students requiring an inhaler or nebulizer medication in school with an asthma or reactive airway disease diagnosis. This form must be completed by the child's physician and parent.
- [The FARE Form and Administration of Epinephrine Authorization Form](#) are required for students with an anaphylactic allergy needing an Epinephrine injector and Benadryl in school.
- The [Seizure Action Plan](#) is required for all students with a diagnosis of seizure / epilepsy.
- The [Diabetes Medical Management Plan \(DMMP\) and NJ Authorization for Care & Services and Sharing of Information form](#) is required for students with a diagnosis of diabetes.
- [The East Greenwich Medication Dispensing Form](#) must be completed by the child's physician and parent for any medication ordered except for asthma medication and epinephrine.
- **All over the counter and prescription medications** supplied by the parent need to have the accompanying Medication Dispensing Form completed by the physician and parent.
- School district standing orders for all students include Acetaminophen, Ibuprofen, Albuterol, Narcan, Benadryl cream, anbesol, orajel, chloraseptic spray, cough drops, Bactine, Neosporin, and Epinephrine and will be administered by the nurse as ordered by the school physician as needed.
- Medication orders must be renewed annually for each new or continuing order, or resubmitted if there is a change in dosage or time of administration during the school year.
- Prescription medication must be properly labeled by a pharmacist and in the original container with the medication label and physician order being consistent.
- Over-the-counter medication must be in the container with the manufacturer's original label.
- **Any medication, prescription or non-prescription, must be brought to the school by the parent/guardian or an adult designated by the parent/guardian. Students are not permitted to carry medication on the bus, unless they are approved by their physician for emergency medications. Please do not send any prescription or over the counter medications with your child, including cough drops.**
- If your child has an order for medication to be dispensed as needed, a **daily note or email** must be sent to both the teacher and nurse on the days that you want the medication to be administered.
- Should you, the parent, need to administer medication during the school day, please call the health office and make arrangements with the school nurse.
- During the school year, any expired medication will be disposed of one week after the expiration.
- Medication should be picked up by the parent/designated adult from the health office by the last day of school. Medications will be discarded unless other arrangements are made as they will not be stored over the summer.