



Our Lady of the Hamptons Regional Catholic School
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Administration of Medication in the School Setting

Dear Parent or Guardian,

State Education Department requires all school nurses to follow the protocol below when a child is to receive medication during the school day:

- A form signed by the parent giving permission for the nurse to administer the medication.
- A form signed by the physician indicating the medication's name, dosage, time of administration, and possible side effects.
- The medication delivered to the nurse by the parent, in its original bottle and correctly labeled.

Forms are available in the nurse's office.

All medication is stored in a locked cabinet. Please send only enough to be administered at school. Medication can not be sent home with your child. All medication must be picked up at the end of the school year by an adult.

This protocol also includes over the counter medication.

Thank you for your cooperation.

Sincerely,

Eileen Shimkus RN

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Chartered by the New York State Department of Education