

Office of the School Nurse
Southbridge Public Schools
Southbridge, Massachusetts

MEDICATION GUIDELINES

Medication and consent forms must be renewed for each school year. All meds must be picked up, on or before, the last day of school or they will be disposed of.

Meds must be brought to school by an adult only. Children may not carry meds to school. Meds must be in the original container with a prescription label. "Over the Counter" (OTC) medications must be in the original, unopened container. The nurse may give meds during the school day, if both the parent and the doctor sign the consent form.

When school is dismissed prior to or at 12-noon, daily lunchtime meds will not be given in school. If the parent wishes the med to be given prior to dismissal, the parent must write a note regarding this and the reason why.

When there is a delayed opening of school, meds will be given at the usual lunchtime hour. The parent is responsible for administering the med at the usual morning time, at home.

When the doctor orders a new med or changes the dose, it is again necessary to provide the nurse with a doctor's signature, date, and med changes.

When a child is on a med for a short term such as antibiotics, it is advised that the parent provide the med at home. If this is not feasible (medication is ordered 4 times a day), the nurse may administer one dose at school, following the above guidelines.

If a child misses the morning dose at home, it is the parent's responsibility to come to the school to administer that need.

Parents are responsible for being aware of when a med must be refilled. The nurse must be provided with the new container with the recent refill date.

If the child has an epi-pen for an acute allergic reaction and the epi-pen is used, the child will be sent to the emergency room and the parent will be notified immediately.

When field trips are planned during the school day, please contact the nurse regarding med use on the trip. A parent may be required to attend the field trip to administer the med.

******* PLEASE KEEP EMERGENCY PHONE NUMBERS UP-TO-DATE *******