

WEST ORANGE PUBLIC SCHOOLS
DEPARTMENT OF STUDENT SUPPORT SERVICES

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Ms. KRISTIN GOGERTY-FITZGERALD, DIRECTOR

Ms. KAREN DEAS, SUPERVISOR, PRESCHOOL, K – 5
SUPERVISOR, 6-12

MRS. DAWN RIBEIRO,

DATE: **March 17, 2020**

TO: **Parents/Guardians**

FROM: **Kristin Gogerty**
 Director of Special Services

RE: **Student Medication**

The District understands that there are student's, who require daily medications, as well as medications for chronic health conditions, in which the medications are stored in the schools. In an effort to assist you in the event that you have an **immediate need** to obtain your child's medication, we ask that you follow the below procedures:

1. Email your child's building Principal and Assistant Principal informing them of the medication need.
2. The building administrator, in conjunction with Central Office administrative staff, will communicate with the School Nurse to locate/obtain the medication from the School Health office.
3. Arrangements including time and pick-up location will be made directly with you, so you can pick-up the medication.

We ask that you allow at least two (2) to three (3) days for arrangements to be made. Additionally, in the event of school closures at the county, state, or federal level, this timeline may change. Ultimately, we are trying to ensure that we maintain social distancing protocols to ensure the safety of all stakeholders involved. Thank you for your understanding with this matter.