

**WEST ORANGE PUBLIC SCHOOLS**  
DEPARTMENT OF STUDENT SUPPORT SERVICES

---

179 Eagle Rock Avenue • West Orange • New Jersey • 07052  
Telephone: 973-669-5400 Ext. 20538  
Fax: 973-669-8601

MS. KRISTIN GOGERTY-FITZGERALD, DIRECTOR

MRS. DAWN RIBEIRO, SUPERVISOR

Dear Parents/Guardians:

In an effort to prepare for the upcoming school year given the increasing number of students requiring medication and/or having special needs, the importance of early preparation to ensure the safety and well being of your child is extremely important.

All medication dispensed to manage chronic presentations such as diabetes, seizures, asthma, allergies, mental health diagnoses, etc. **MUST** be brought to your child's building **by the end of the first week of school.** Your assistance allows for all of the necessary and appropriate steps to safely manage medications starting on the first day of school.

Attached you will also find a medication administration form. Please have your child's physician/advanced practice nurse complete the form and sign it. Please note that your signature is also required in order for any medication to be given by the School Nurse during the school year. Remember, all medications must be delivered to the School Nurse in the original pharmacy labeled container. Over the counter medications, such as Tylenol or Advil, also require a doctor's prescription, parental signature and the specific medication in its original, labeled container. Health forms can be downloaded at any time by going to the district website under the Special Services link. These forms can be found under the link titled Health Forms. The forms for medication administration and all other forms pertinent to asthma, emergency epinephrine and self-medication are available for download. Student physical forms are also located there.

Please drop off your child's medication with the appropriate forms filled out and signed by your child's physician to the School Nurse on one of two days prior to the students' first day of school. Please ask to see the School Nurse to discuss the medication as prescribed by your child's physician. The Nurses' welcome any discussion with you.

Thank you for your diligence and collaboration as we prepare for another school year.

Sincerely,

*Kristin Gogerty-Fitzgerald*

Kristin Gogerty-Fitzgerald  
Director, Special Services