

WEST ORANGE PUBLIC SCHOOLS

DEPARTMENT OF STUDENT SUPPORT SERVICES

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To: Physicians & Parents

We are writing to ask for your cooperation as we attempt to best serve the children in our schools regarding the administration of medication during school hours.

The West Orange Public Schools' policy regarding the administration of medication during school hours is as follows:

1. Parents & treating physicians are responsible for the diagnosis and treatment of a student's illness. The administration of prescribed medication to students during school hours will be permitted when failure to take such medicine would jeopardize the health of the student, or the student would not be able to attend school if the medicine was not available during school hours.
2. Pupils requiring medication at school must have a written statement from the family's physician that identifies the type, dosage, time schedule, purpose of the medication and possible side effects.
3. A written statement from the parent or guardian of the pupil giving permission for the school nurse to give the medication prescribed by the family physician is required.
4. Any medication to be administered during school hours must be kept in the health office.

Please note, medications cannot be sent to school or returned in a student's backpack. All medication(s) must be given to the School Nurse by the parent/guardian. Thank you for your assistance in ensuring the health and safety of the students in the district.

Sincerely,

School Nurse

School Nurse