

## JEFFERSON TOWNSHIP PUBLIC SCHOOLS MEDICATION POLICY

**Outlined below is the in school medication policy for the Jefferson Township Public Schools. This policy is based on New Jersey law regarding medication administration in schools.**

- All medications, prescribed and over-the-counter, must be brought to school **by the parent or guardian** in the original, labeled bottle or container. No K-12 child is permitted to carry medication to school. **Cough drops and ointments are considered medications.** Cough drops may **only** be carried by students in 6-12<sup>th</sup> grade. A note from the parent must be received by the School Nurse in order for a student to carry cough drops in school.
- A **written order** from a licensed doctor, dentist, or nurse practitioner **must** accompany all medications, **including prescribed and over-the counter medications.** The order must include the name of the medication, the dosage and time it is to be administered, the duration of administration, and any potential side effects. If the medication is to be administered on an “as needed” basis, the order must clearly state the conditions under which the medication is to be administered.
- The parent/guardian must sign permission for **each** medication, authorizing the School Nurse to administer it (please be sure to sign the Allergy Emergency, Asthma, and Seizure Action Plans as well as the physician).
- All medications must be stored in the Nurse’s Office and administered by the nurse, or the parent/guardian. **Students may not carry any medication in school.** The **only** exceptions are inhalers and epinephrine auto-injectors for life-threatening illnesses. For epinephrine auto-injectors, the parent/guardian **must** sign the self-administration form, and the private physician **must** certify that the student has a life-threatening condition and that s/he is capable of self-administration. For inhalers, the parent/guardian must sign the self-administration portion of the inhaler order (page 2), and the private physician **must** certify that the student is capable of using the inhaler properly.
- Medication in school orders are valid only for the school year or the period of time for which they are granted and **must be renewed** for each period of medication. **Parents are expected to pick up medication at the end of the school year, as we cannot store it over the summer. Failure to do so will result in the medication being discarded.**

**Unless the above procedures are followed, medication will not be accepted or administered in school.**

All of the necessary forms are available from the School Nurse or may be found on our school web site [www.jefftwp.org](http://www.jefftwp.org) under Health Services.