

MEDFORD TOWNSHIP PUBLIC SCHOOLS
Department of Pupil Personnel Services

ADMINISTRATION OF MEDICATION WHILE AT SCHOOL

In keeping with recommendations of the American Medical Association and State Department of Education, it will be the policy of the Medford Township Public School's Board of Education to discourage the administration of medication at school. Realizing that under certain circumstances it will be necessary for students to take, or be administered, medication while at school, the following guidelines will be followed:

1. A letter of authorization for each medication (prescription or nonprescription) must be submitted by **parent and physician** and will be placed on file in the nurse's office.
2. All medication (prescription and nonprescription) must be in its original container and properly identified. It must be given to the school nurse and kept in her office. Students may not carry medications with them at school.
3. Should any student be found to have unauthorized medicine in his/her possession, it will be delivered to the nurse, and parents will be notified.
4. All permissions, both from the parent and the physician, must be renewed annually.