



# Seton Catholic

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## SETON CATHOLIC SCHOOL HEALTH SERVICES

To: Parents/Guardians of Seton Catholic Central School Students  
From: Nurse's Office  
Re: Medications in School (both prescription and over-the-counter medications)

Dear Parent/Guardian:

In accordance with New York State Law, the following guidelines are to be followed in connection with the administration of medication to school students, **including all over-the-counter medications**. The following requirements must be met:

1. The school nurse must have on file a written request from the parent as well as an order from the student's Primary Healthcare Provider (PHP). All orders must come from a PHP licensed to practice in New York State. Orders may be faxed directly from the PHP to the school, or you may take a copy of the school's medication release form to the PHP for him/her to complete.

If using the school's medication release form, please use the "Daily or As Needed Medication Release Form" for all medications that will be stored in the health office and administered by trained personnel, or use the "Self Medication Release Form" for emergency or over-the-counter medications that will be carried and self-administered by the student. These forms can be obtained from the school nurse.

2. The PHP's order should state the name of the child, name of medication(s) to be administered, purpose of the medication(s), time and amount to be given as well as the PHP's signature.
3. The medication must be delivered to the School Nurse by a responsible person unless the PHP has attested in his/her order that student is able to carry and administer the medication him/herself. For self-carry medications, please ensure that the student understands that NO medication, including over-the-counter medications, should ever be shared with another student under any circumstances.
4. The medication must be brought to school in the original prescription bottle with the child's name, name of medication, dosage and times to be given, OR in the original packaging from the store for over-the-counter medications (student's name should be written on the container). This includes any medications to be carried by the student.
5. Parents should notify the school immediately if there is a change in the PHP's instructions.

Please contact the School Nurse if you have any questions. Thank you for your cooperation.

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