

New Milford Public Schools
New Milford, New Jersey, 07646

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School Nurse

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Dear Parent/Guardian of _____:

You have identified your child as a diagnosed **allergy/asthma patient**. When you complete the attached school records, I will share the information with the appropriate personnel (i.e.: classroom teacher, physical education staff, etc.). This information will assist the school in the proper management of your child.

If medication is required during the school year, please have your physician complete the enclosed forms. Countersign the back of the forms and mail or bring them to the health office with the appropriate medication.

The health office is equipped with a nebulizer for student use.

If your child will need to use the nebulizer, please supply the school nurse with:

- The doctor's written orders
- The prescribed medication
- The mouthpiece/mask and tubing

Self-administration of medication by pupils is permitted in accordance with N.J.S.A. 184a: 40-12.3 and school board policy 5330. **A pupil is only permitted to self-administer medication for asthma or other potentially life threatening illnesses as defined by the Department of Education, New Jersey statutes annotated and New Jersey administrative code. Self-administration means carrying and taking medication without the intervention of the school nurse, approved through the district policy and restricted to students with asthma and other life-threatening illnesses.**

PLEASE NOTE:

If your child has approval to carry/keep and self-administer emergency medication, it is imperative that they have it at all times. This is especially important for athletes during sporting events and practices, and for field trips.

Please note: An extra inhaler/Epi-Pen should be kept in the health office.

These medical orders are for the _____ school year and must be renewed annually.

If you have any other concerns, please contact the school nurse.

Medication Administration:

- **ALL medications (prescribed or over-the-counter) are to be kept in the Health Office** and are to be administered by the school nurse except for documented emergency medications for anaphylaxis (Epi-Pen, Auvi Q) and asthma rescue inhalers.
- Students may not carry any medications except documented emergency medications.
- Emergency, self-administered medications must be authorized by the school nurse and must have current medication administration forms from the student's health care provider and the parent on file in the health office.

Medication Administration Forms:

- **ALL** prescription medications (Asthma, Anaphylaxis, ADHD etc) and over-the-counter (Tylenol, Motrin, Benadryl, etc) must be accompanied by:
 - A signed health care practitioner's permission form or a licensed practitioner's prescription form. The practitioner's order must include the medication name, dosage, duration and time of administration.
 - Signed parent/guardian permission for administration of medication.
 - Each medication must be on a separate form.

Medication Package:

- **ALL** medication must be in the original pharmacy or manufacturer's package.
- Pharmacy packages must include a pharmacy generated label with the student's name, medication name, dosage, administration directions, expiration date and physician's name.
- Pharmacies must dispense a separate medication bottle for the administration of medication at school. The container will remain at the school for the duration of the medication's administration.
- Over-the-counter medication must be in the original manufacturer's package.

Medication Transport/ Delivery:

- Medications must be delivered to the school nurse only by the parent, guardian or designated adult.

Anaphylaxis Medication:

- Emergency epinephrine for a student with a known anaphylaxis threat may be self-administered, administered by the school nurse or an "epinephrine delegate" when accompanied by an Allergy Treatment Plan.
- Emergency Diphenhydramine (Benadryl) may only be administered by the school nurse (not by a delegate) when accompanied by an Allergy Treatment Plan.

Parent's Responsibility:

- **Note that administration of medication to a student is ultimately the parent/guardian's responsibility.** Therefore, if the school nurse is not available, the parent/guardian will be notified, and the parent/guardian must make arrangements for the student to receive his/her medication. An emergency contact is not able to give medication to students.
- Unused medication will be discarded if not picked up on the last day of school.