

Mansfield Township Elementary School
Port Murray, New Jersey

Dear Parents:

I wish to remind you of the procedures required for a student to receive medication in school. These are based on the requirements within the guidelines set forth by the Health Division of the New Jersey State Department of Education.

Keep in mind that a child who is well enough to be in school probably does not need medicine. If medicine is needed, it probably can be taken before and after school with the doctor's permission.

If your child must take medication during school hours, the following Board of Education policy must be adhered to:

1. No child shall be permitted to bring medication to school. Any medication that is sent to school will be taken from the child and disposed of.
2. Pupils requiring medication in school must have a written statement from the physician to the school which identifies type, dosage, and purpose of medication.
3. Parents must provide a written statement to the school giving permission for the medication to be dispensed by the school nurse.
4. Medication must be delivered to the school by the parent in the original container, containing the original label, specifying: name of the person for whom intended, name and dosage of the medication, time to be given, and the date prescribed.
5. All medication will be under the control of the school nurse at all times, and administered by the nurse only after the above prescribed procedures have been followed.

It is important that this policy is followed, without exception. Thank you for your understanding and cooperation. If you have any questions, please call the school.

Sincerely,
Colleen Hurley
School Nurse