



St. Thomas School

St. Thomas the Apostle School Health Office  
42 Adams Place · Delmar, NY 12054  
(518)439-5573 Phone · 518-478-9773 fax

## FORM E Medication Policy

Dear Parents,

New York State guidelines and the Saint Thomas the Apostle School Medication Policy note that the administration of medication is the primary responsibility of the parents and NOT staff members. A parent may come to school to administer medication to their child at any time. In certain unusual circumstances, the school district will cooperate with the family and physician and administer medication during school hours if they are in compliance with all of the regulations.

**This policy includes prescription drugs as well as over-the-counter medications such as Tylenol, cough drops and cold medicines.**

### Requirements: Oral and Topical

- A written request from the family physician indicating the name of the medication, the frequency, time, dosage, and duration this medication is to be given in school.
- A written statement from the parents requesting administration of the medication as ordered by the physician.
- **The medication must be properly labeled, in the original container and delivered to school by a responsible adult. Medications may not be transported daily; Parents should ask the pharmacist for a separate container for school.**

### Administration: Oral and Topical

The administration of all medication is the primary responsibility of the school nurse. When the school nurse is not available, another member of the staff, who has been properly instructed, may give the medication to a self directed student.

### Requirements: Injectable

- A written request from the family physician should certify that the injection is for the treatment of a life-threatening condition. The physician should state observable symptoms indicating an emergency.
- A written request from the physician must also include the name of the medication, dosage and the mode of injection, and time to be administered.
- A written statement from the parents requesting administration of the medication at school as ordered by the physician.
- **The medication must be properly labeled, original container and delivered directly to school by a responsible adult. Medications may not be transported daily; Parents should ask the pharmacist for a separate container for school.**

### Administration: Injectable (for emergency situation only)

- The administration of Injectable medication is the responsibility of the school nurse only. If the school nurse is not in the building, procedures must be set up according to each individual child's needs.
- Individuals with a history of severe allergic reactions who have an order for an Epi-Pen, Epi-Pen injections may be administered in an emergency by trained individuals in the absence of the nurse.
- If an emergency situation occurs, an ambulance will be called.

**The procedures for administering medication have been established for the protection of all students.** If you have any questions regarding this policy, please contact me at school, 518-439-5573.

Thank you for your cooperation,  
Mary Ann Bruno  
School Nurse