



HAVERHILL PUBLIC SCHOOLS HEALTH SERVICES

MEDICATION POLICY AND PROCEDURE

Dear Parent/Guardian:

We would like to inform you of the policies in place to ensure the health and safety of children needing medication during the school day.

It is the policy of the Haverhill Public Schools to administer medication during school hours only when necessary. It is encouraged that any daily medications be administered at home.

Exceptions may be discussed with me on a case by case basis.

Haverhill Public Schools requires the following forms be on file in your child's health record before any medication can be given at school:

- Signed parent consent form to give the medication. Please complete the parent consent form and return it to your school nurse.
- Signed medication order. The medication order form must be signed by your child's licensed prescriber (your child's physician, nurse practitioner, etc) and returned to the school nurse. This order must be renewed as needed and at the beginning of each school year. Any change in the type or dosage of medication must have a new written order and be reported to the school nurse immediately.
- *Field trips may require additional documents*

Medications must be delivered directly to the nurse by you or a responsible adult who you designate. No more than a thirty (30) day supply of the medicine should be delivered to the nurse in a pharmacy or manufacturer-labeled container. Please ask the pharmacy to provide separate bottles for school and home.

Students may ONLY self-carry medication only with both a licensed provider and parent consent on file in the health office.

Please contact me if you have questions about medication at school.

Sincerely,