

Hamilton-Wenham Regional High School Health Office
775 Bay Road, Hamilton, MA 01982
Telephone: (978) 468-0409
Fax: (978) 468-0450

Dear Parent/Guardian:

We would like to inform you of the policies that have been put in place **to ensure the health and safety of students needing medications during the school day.**

For health and safety reasons, students should **never** transport medication to and from school or keep any medication in their possession during the school day, **including over the counter medication.**

*Exception to this policy is the “self-administration” consent, which allows students to carry their personal inhaler and/or EpiPen and self-administer as directed. Consent from their health care provider and parent/guardian are required for the self-administration order.

The following forms must be on file in your student’s health record before we begin to give any medications at school: **Parent Consent Form and Medical Provider Order.**

Please review the following information:

1. Parent Consent Form: Please complete the Parent Consent Form and return it to the school nurse.
2. Medical Provider Order: A written medication order form should be taken to a licensed prescriber, completed and returned to the school nurse. This order must be renewed at the beginning of each academic year and with any medication changes.
3. For short-term medications, i.e. those requiring administration for 10 school days or fewer the pharmacy-labeled container may be used in lieu of a licensed prescriber’s order; if the nurse has a question, the prescriber may be called for further verification. **A Parent Consent Form is required.**
4. Narcotic medications will not be administered in the school setting.
5. Field trips are one-time events. If your student requires medication and is attending a field trip, please contact the nursing office.
6. Medication should be delivered to the school in a pharmacy or manufacturer-labeled container by you or a responsible adult whom you designate. Please ask your pharmacy to provide separate bottles for school and home. No more than a thirty day supply of the medication should be delivered to the school.

Thank you for your cooperation. Please feel free to call if you have any questions or concerns.

Sincerely,

Lea Tabenkin RN, BSN, NBCSN
Maura Goudreau RN, BSN