



## Galloway Township Public Schools

101 South Reeds Road

Galloway, NJ 08205

(609) 748-1250

<http://www.gtps.k12.nj.us>

### ADMINISTRATION OF MEDICATION

Dear Parent/Guardian:

The administration of medication by school personnel is discouraged, as it is not normally a function of education. However, some students with acute or chronic illnesses and specific disabilities often require medication during the course of the school day.

**According to Galloway Township Board of Education policy and New Jersey state law, in order for medication to be administered to students during the school day, the following must be adhered to:**

1. Written orders must be provided to the school from the private physician detailing the diagnosis or type of illness, the name of the drug, dosage, time of administration and the side effects. **THIS INCLUDES ALL MEDICATIONS, BOTH PRESCRIBED AND OVER THE COUNTER.** Medication orders must be renewed annually. A form is available from the school nurse.
2. Parental/guardian signature indicating their consent for the school nurse to administer the medication as ordered is required on all written orders from the physician.
3. **The medication must be brought to school in the original container by the parent/guardian. Medication sent in with the student may subject the parent/guardian to liability should it be lost or misused.** Medication classified as a controlled dangerous substance will be counted in the presence of the parent/guardian, who will sign it in on the medication count log. Medications should be appropriately labeled by the pharmacy or physician. Ask your pharmacist to put the medication in two containers, one for home and one for school.
4. **All medication must be picked up at school by the parent/guardian** at the end of the school year or the end of the period of administration of the medication, whichever occurs earlier. Medication that is not picked up by the end of the school year will be discarded.
5. All medications will be kept in a locked cabinet in the nurse's office.
6. Only the school nurse or parent/guardian can administer medication at the school. Students may not carry medication with them during the school day. However, students may self-administer medications for potentially life-threatening illnesses in accordance with Board of Education policy 5141.21. For further information, please contact the school nurse.
7. Please be advised that should your child experience a life-threatening allergic reaction, Emergency Medical Services (EMS) will be activated and epinephrine may be administered by the School Nurse as per District Policy and District Standing Orders. Those students with known anaphylaxis will be cared for in accordance with their physician's orders.
8. If you have any questions about your child and medication, please feel free to call your school nurse.

*"Where Children and Learning Come First"*