

# Wrentham Public Schools

## Office of the School Nurse

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Dear Parent/Guardian:

The Wrentham Public Schools would like to inform you of the policies that have been put in place to ensure the health and safety of children needing medications during the school day.

Our school district requires that the following forms must be on file in your child's health record before we begin to give any medication at school:

1. **Signed medication order:** The medication order form should be taken to your child's licensed provider (your child's physician, nurse practitioner, etc.) for completion and returned to the school nurse. This order must be renewed as needed and at the beginning of each academic year.
  - a. **Special medication situations** - For short-term prescription medications requiring administration for 10 or less school days (i.e. antibiotics), the pharmacy labeled container may be used in lieu of a signed medication order.
  - b. **Standing Order** – The school nurse has a standing order through the school physician to administer Tylenol, Motrin, and Benadryl provided that parental consent is on file in the nurse's office.
2. **Signed Medication Authorization:** Authorization must be completed and signed by parent/guardian for all medications.
3. **Medication Plan:** Plan to meet with the school nurse when you drop off medication for the first time to complete paperwork and ask questions.

Medications should be delivered to the school nurse in a pharmacy or manufacturer labeled container by you or a responsible adult whom you designate. Please do not send them with your child. Please ask your pharmacy to provide separate bottles for school and home. No more than a 30 day supply of the medication should be delivered to the school.

When your child needs medication to be given during the school day, please act quickly to follow these policies so we may begin to give the medication as soon as possible. Thank you for your cooperation.

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