

MARBLEHEAD PUBLIC SCHOOLS MEDICATION IN SCHOOL GUIDELINES

In the event that it is necessary for a student to receive medication during the school day, the following must be observed, as per 105 CMR 210.000:

1. All medications must have a **signed medication order** from a licensed prescriber, which contains:
 - (1). student name
 - (2). name & signature of licensed prescriber and business/emergency telephone numbers
 - (3). name / route / dose / of medication
 - (4). frequency / time of medication administration
 - (5). date of order / discontinuation date
 - (6). diagnosis / other medical conditions requiring medication, if not in violation of confidentiality
 - (7). specific directions for administration, including possible side effects
2. **Signed parental consent** must be received, in writing, giving permission for the school nurse or school personnel designated by the school nurse to administer the medication.
3. Medication should be delivered to school **by the parent or other responsible adult**. **DO NOT SEND MEDICATIONS TO SCHOOL WITH STUDENT, OR YOU WILL BE CONTACTED TO PICK UP MEDICATION IN NURSING OFFICE.** Medication must be in either the prescription bottle or commercial bottle / blister pack, with the student name clearly marked on the container. No more than a thirty-day supply should be delivered to school.
4. A student may be responsible for taking his/her own medication only if deemed appropriate by the school nurse. A signed medication order and parental consent form are required. Only the daily dose should be brought to school.

No medication will be administered without all of the above information.

Parents are free to come and administer medication whenever necessary. Please stop at the office, and your child will be called to the office.

PLEASE REMEMBER: YOU MUST HAVE A NEW SIGNED MEDICATION ORDER EVERY NEW SCHOOL YEAR