



# WEST SENECA CENTRAL SCHOOL DISTRICT

Administrative Offices • 675 Potters Road • West Seneca, New York 14224-2683  
Telephone: 716/677-3156 • Facsimile: 716/677-3159

## NEW YORK STATE GUIDELINES FOR ADMINISTRATION OF MEDICATION IN A SCHOOL SETTING

School nurses, principals and other school personnel are often asked to dispense internal medication to school children. Internal medication can only be dispensed under the following policy:

1. **A written request from the parent/guardian.**
2. **A written request from the physician, which indicates the frequency and the dosage of the prescribed medication.**
3. **The medication is to be brought in the prescribed-labeled bottle by an adult to the office.**

**Please do not send aspirin, cold pills, cough drops, inhalers etc.** to school with your child. The dangers of this practice are possible choking and consumption of medication by another student resulting in serious consequences.

As stated above, medication will only be dispensed under the described conditions and this will be strictly adhered to within the school setting.

Please keep a copy of this notice for your records and forward the attached form to the school nurse.

HS82b-4/06

----- PLEASE DETACH AND RETURN TO SCHOOL -----

I, \_\_\_\_\_, have received a copy of the  
(Please Print Parent/Guardian Name)

### NEW YORK STATE GUIDELINES FOR ADMINISTRATION OF MEDICATION IN A SCHOOL SETTING.

Name of Student \_\_\_\_\_  
(Please Print Name)

Teacher \_\_\_\_\_ Grade \_\_\_\_\_ Room \_\_\_\_\_

Signature of Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_