

New Milford Public Schools
Procedure for Requesting Medication Administration

If your child requires a prescription or over the counter medication during the school day, you must follow the procedures required by New Milford Public Schools, Connecticut General Statutes, Sec. 10-212a and Connecticut Administrative Regulations, Sec. 10-212a-1 through 10-212a-7. These procedures promote safe practices for students and staff. Please read them carefully.

1. Prescribed medication will be administered during school hours, only if it is not possible to achieve the desired effect by home administration. For each medication that must be administered daily or on an as-needed basis, the parent must obtain the written order of an authorized prescriber (physician, dentist, advanced practice registered nurse, physician assistant or optometrist) using New Milford Public Schools' form, "Authorization for the Administration of Medicine by School Personnel."
A new order is required each school year.
2. The authorized prescriber must fill in the information requested on the form:
 - a) Name and strength of the medication;
 - b) Reason that the medication must be given (diagnosis);
 - c) Amount (dosage) of medication to be administered and route of administration;
 - d) Potential side effects of the medication;
 - e) Time of day that the medication is to be administered; and
 - f) Duration of the order to administer the prescribed medication.
 - g) If applicable, authorization for self-administration in school
3. A parent or guardian must sign the "Parent/Guardian Authorization" portion of the form and, if applicable, provide authorization for self administration in school.
4. The medication must be packaged in the **ORIGINAL PHARMACY CONTAINER**, clearly labeled with the student's name, the authorized prescriber's name, and the prescription
5. The medication and completed authorization form must be delivered to the school nurse by a responsible adult.
6. Students may self administer inhalers, cartridge injectors for medically diagnosed allergies, and maintenance medication for diabetes provided that required written documentation is provided.
7. Self administration or carrying over the counter medication is not permitted in New Milford Public Schools.
8. Self administration of controlled medication is not permitted.
9. **No more than a (3) three month supply may be stored at school.**
10. At the end of the school year, **any unused medication will be destroyed if it is not picked up by a responsible adult by the end of the last day of school.**

It may be helpful to take the attached authorization form with you to your healthcare provider to have available for documentation if medication is prescribed for your child.

Thank you for your cooperation. Please contact the school nurse if you have any questions. 2/13 LH