

# South Shore Educational Collaborative

75 Abington Street  
Hingham, MA 02043  
www.ssec.org



Phone: 781-749-7518  
Fax: 781-740-0784  
E-mail: [info@ssec.org](mailto:info@ssec.org)

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## Medication Administration Rules for Parent/Guardian

Dear Parent/Guardian,

We would like to inform you of the policies that have been put in place to ensure the health and safety of children requiring medication during the school day.

Our 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 consent by the parent or guardian to give the medication. Parent/Guardian must sign the medication administration form for medication to be dispensed to a student.
2. Signed medication order. The written medication form should be taken to your child's licensed prescriber (your child's physician, nurse practitioner, etc.) for completion and returned to the school nurse. This order must be renewed at the beginning of each academic year. For short-term medications, i.e.: those requiring administration for ten school days or fewer, the student specific pharmacy- labeled container may be used in place of the physician order. A medication order form is enclosed for your convenience.

Medications must be delivered to the school nurse in the original pharmacy or manufacturer-labeled container by you or a responsible adult whom you designate. Please ask the pharmacist to provide separate bottles for school and home. No more than a thirty- day supply of the oral medicine should be delivered to the school. Medication may be retrieved at any time; however the medication will be destroyed if it is not picked up within one week following the termination of the order or one day beyond the end of the school year.

If your child needs an inhaler or epinephrine (EPIPEN) to be kept at school for use as needed, please have the prescriber provide an Asthma Action Plan or a Food Allergy Action Plan.

Please do not hesitate to contact the school nurse if you have any questions or concerns.

Thank you,

The SSEC Nursing Staff

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The South Shore Educational Collaborative serves Braintree, Cohasset, Hingham, Hull, Marshfield, Milton, Norwell, Quincy, Randolph, Scituate, Weymouth and Whitman Hanson R.S.D.