



BEVERLY PUBLIC SCHOOLS
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Health Services
Medication Administration Parent Information

Dear Parent/Guardian,


We would like to inform you of regulations put in place by the Massachusetts Department of Public Health and the policies adopted by the Beverly Public School Committee regarding the administration of medications in school under the guidance of Dr. Sheryl Silva, District Medical Consultant.

Over-the-counter medications approved for administration by the school nurses, as well as the protocols are available in each school's health office and on the Health Services webpage found on the Beverly Public School's website, www.beverlyschools.org. The list of medications and protocols is as follows:

- Acetaminophen (Tylenol) protocol
- Aloe Vera Gel Protocol
- Anaphylaxis (epinephrine Administration) Protocol
- Bacitracin ointment Protocol
- Benadryl Protocol
- Calamine Lotion Protocol
- 1% Hydrocortisone Ointment protocol
- Ibuprofen (Advil or Motrin) Protocol
- Narcan (Naloxone Hydrochloride) Nasal Spray Protocol
- Pramozine HCL 1% (sting relief pads) Protocol
- Stock Albuterol (Nebulized)
- Tums Protocol



Every effort will be made to contact parents of elementary students before a medication is given. **Over-the-counter medications outside of the standard Beverly Public Schools protocols will require both parent and physician signed medication consents.**

 **If you do not want your child to receive one or more of the medications above, put your signed request in writing to the school nurse with your child's name.**

In the best interest of all students, medications should be given outside of school hours whenever possible. If, however, your child will need to take medication (including over-the-counter medications outside of the standard protocols) during the school day, the following information must be on file in your child's school health clinic before any medication will be given:

- (1) A **signed consent parent/guardian medication form** and,
- (2) A **signed physician medication order by a licensed prescriber** that includes:
 - medication name, dose, frequency, route and time of administration
 - specific instructions, special side effects, or possible adverse reactions

Both of these consents must be renewed for the beginning of each school year or rewritten as needed.

Further instructions highlighting important medication administration policies are on the reverse side of this letter. These new policies have been put into place to protect your child and reduce medication side effects.



Important policies on the reverse TURN OVER PLEASE

Beverly Public Schools Medication Administration Parent Information Continued

Overview

There are regulations put in place by the Department of Public Health, which the Beverly School Committee has adopted regarding the administration of medications in school. Except as noted below, students are not allowed to carry or self-administer medication while on school property. **In the best interest of all students medications should be given outside of school hours whenever possible.** If, however, your child will need to take medication (including over-the-counter medications) during the school day, the following information must be on file in your child's school health clinic before any medication will be given:

- 1.) A signed consent parent/guardian medication form and,
- 2.) A signed physician medication order by a licensed prescriber that included:
 - medication name, dose, frequency, route, and time of administration
 - specific instructions, special side effects, or possible adverse reactions

Both of these consents must be renewed at the beginning of each school year or rewritten as needed.

Medication must be in its original pharmacy or manufacturer's container and be delivered directly to the nurse in the school by you or a responsible person chosen by you. No more than 30 day supply of the medication should be delivered.

Field Trips: If a child must receive medication while on a field trip, it is the responsibility of the parent/guardian to communicate with the school nurse so that any necessary arrangements for administration can be made prior to the trip.

Inhalers/Epi-pens: Students who need to carry their own inhalers or epi-pens must have written self-administration permission from the licensed prescriber and the parent/guardian. If your child has severe asthma or life-threatening allergies, please send in an extra inhaler or epi-pen to be kept in the clinic.

Short-Term Prescription Medications: The pharmacy label for short term prescription medications (such as antibiotics) can be used in place of the prescriber's written order. The parent/guardian consent is still required.

Narcotic Medications:

Any medication classified as a narcotic in the *Physicians' Desk Reference* will not be administered in school. Students should not be in school if they require narcotics.

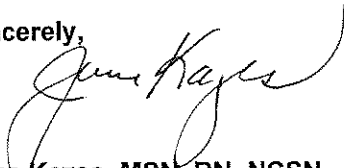
Self-Administration:

In some circumstances, students may be allowed to self-administer medications during the school day (i.e. inhalers and epi-pens). In order to self-administer, students must have permission from their licensed prescriber and parent/guardian. Final approval must come from the school nurse. Contact your child's school nurse for more information.

Any questions or concerns about medication administration should be directed to your school nurse. All forms, protocols and pertinent information are available in each health office and may be found on the health services webpage at: www.beverlyschools.org

It is our privilege to serve you and your child.

Sincerely,



June Kazes, MSN, RN, NCSN
District Nurse Leader Rev: 8/18

