



P.O. BOX 75 • PRINCETON, NEW JERSEY 08542 • 609-924-6700

Princeton Day School

Request for Medication to be Administered by School Nurse

Student: _____ DOB: ___/___/___
Grade: _____ Teacher: _____

Parental Request

I, the parent/guardian of _____ request that the medication prescribed by my child's physician be administered to my child by the school nurse at the prescribed time.

The medication will be brought to school in its original container appropriately labeled by my pharmacy.

Signature of Parent/Guardian: _____ Date: ___/___/___

Physician's Statement

In order to protect the health of _____ it is necessary for her/him to have the following medication during school hours.

Medication: _____

Dosage: _____

Time to be Administered: _____

Purpose of Medication: _____

List any possible side effects which might be expected:

Diagnosis: _____

I authorize the school nurse to administer the above medication.

Signature of Physician _____ Date: ___/___/___

Physician Name and Phone Number: _____

ADMINISTRATION OF MEDICATION

When the administration of medication in school is an issue, the following guidelines are to be followed:

1. The parent/guardian should provide a written request for the administration of the prescribed medication at school.
2. Written orders from family physician detailing the diagnosis, name of drug, dose, time and side effects must be obtained.
3. The medication must be brought to school in the original container, with the pharmacy label on it.
4. The school should provide a secure locked space for the storage of the medication.
5. The school nurse or parent/guardian is the only person permitted to administer the medication in school and for school trips. Consultation between parent/guardian and principal is necessary to designate person to administer medication when the school nurse and parent/guardian is unavailable.
6. Medication records are to be maintained by the school nurse for each child receiving medication.
7. Orders for giving medication must be renewed at the beginning of each school year. Doctor's orders are valid for school year only (September-June).