Dear Parent(s)/Caregiver(s):

Your cooperation is greatly appreciated in dispensing medications safely to your children at school. According to New Jersey State Code and Board of Education guidelines, the following rules must be adhered to:

All students carrying or taking medication on school property are expected to store and consume these medications under the supervision of the school nurse. Parents are ultimately responsible for enforcing this procedure. Consumption of any medication in places other than in the nurse’s office will be considered a violation of this policy.

The only medications that may be self-administered by N.J. State Code are asthma inhalers and epi-pens with proper forms completed, signed and on file in the nurse’s office.

All medication must be in a labeled bottle (pharmacy or brand) with directions for dispensing.

Medication is to be delivered to the school nurse by the parent or caregiver.

Both the parent/caregiver and physician or healthcare provider must sign the district medication form before medication can be dispensed.

For your convenience, forms are available in every health office. Thank you for your cooperation.

Sincerely,
Montclair Public School Nurses