



## BARNEGAT TOWNSHIP SCHOOL DISTRICT

550 BARNEGAT BOULEVARD NORTH  
BARNEGAT, NEW JERSEY 08005  
(609) 698-5800 FAX (609) 660-5974

**Dr. Brian Latwis**  
*Superintendent of Schools*

**Stephen J. Brennan, MBA, CPA**  
*Business Administrator/Board Secretary*

Dear Parent/Guardian:

If it is necessary for a child to take any medicine in school, the following procedures must be observed for all prescriptions and over-the-counter medicines:

### **MEDICATION POLICY**

1. A completed "Administration of Medication in School" request form **MUST BE** filled out and signed by the Physician or Advanced Practice Nurse and returned to the school nurse before the administration of any medication is permitted.
2. A Parent/Guardian's signature on the "Administration of Medication in School" request form indicating approval for the child to receive and permission for the school nurse to administer the medication prescribed by the physician **MUST** be present.
3. In most cases, medication that is to be given three times a day can be taken before school, after school with a snack and before bedtime.
4. The medication must be kept in the nurse's office in the original pharmaceutical container. You can ask the pharmacist to divide your child's medication into two containers (one for home and one for school).
5. According to New Jersey mandate, children are not permitted to carry their own medication to or from school except under certain circumstances (see #6). All medication, including over the counter medications, must be brought to the nurse's office by a parent or guardian.
6. If your child has a history of asthma, a severe allergic reaction, or other potentially life threatening illness and takes medication at home, please call your child's school nurse to obtain the emergency administration of epinephrine and/or self-administration of medication forms.
7. Students with chronic health conditions and/or physical disabilities have a complex, interrelated set of needs. In an effort to meet the student's needs in school, written doctor's orders for detailed protocols and standing orders are required. These orders must include specific medical supplies, equipment and medical instructions to allow the school nurse to participate in the student's care. These orders are required before the student enters school.

**Thank you for your cooperation in this matter. If you have any questions, please call your child's school nurse.**

Sincerely,

*Brian Latwis*

Brian Latwis, Ed.D.  
Superintendent of Schools