

**TOWNSHIP OF BYRAM BOARD OF EDUCATION**  
**Important - Please Read and Keep As A Reference**

Dear Parent/Guardian:

This is the Byram schools' medication policy. By fulfilling the following requirements, the nurses can dispense the necessary medication to your child in school. Please call the Health Office if you have any questions.

The term MEDICATION applies to both prescription and over the counter drugs, aspirin, plus external medicines.

- A. Medications are to be renewed yearly, corresponding to the school calendar year (September to June). This includes the physician's statement, parent's signed authorization and current pharmacy medication. Students are not permitted to carry any medications to school. Medications will be accepted from a parent or guardian only.

If your child must have medication during school hours, the following conditions must be met:

1. New Jersey law requires that a written statement by the physician to the school indicating the necessity of the medication being taken during school hours, and including:
  - a. Identity of medication and dosage required.
  - b. Time or circumstance for administering.
  - c. Starting and finishing dates.
  - d. Diagnosis.
  - e. Date of next evaluation.
  - f. Physician's signature.
  - g. Possible side effects.
  - h. Purpose of administration to student.
  
2. Parent's/Guardian's signed authorization for school nurse to give medication required by physician. Forms will be provided by the school for parent/guardian signature, and will include:
  - a. Student's name.
  - b. Medication and dosage; plus action desired.
  - c. Time of day or circumstance to be given.
  - d. Starting and finishing dates.
  - e. Physician's name and phone number.
  - f. Condition requiring medication.
  - g. Pharmacy & prescription number.
  - h. Phone number where parent/guardian can be reached, plus emergency number.
  - i. Will parent/guardian pick up medication at termination, or shall the nurse discard any unused portion?
  - j. Date of reexamination if medication is to be continued.
  
3. The pharmacy medication shall be in a new container with a current date and shall contain:
  - a. Student's name.
  - b. Medication name and dosage.
  - c. Time or circumstance for administering.
  - d. Physician's name.

Duplicate containers will be obtained from the pharmacy by the parent/guardian in order to have one at home and one at school.

- B. Medications no longer required by the student must be promptly removed by the parent/guardian. Medications are also to be taken home at the end of the school year by the parent/guardian, or permission may be given to the nurse to discard the medication. All medications not claimed by the parent/guardian at the end of the school year will be discarded.

Sincerely,

Loretta Miller, R.N.  
Barbara Scholl, R.N.