

# HICKSVILLE MIDDLE SCHOOLS

## HEALTH OFFICE

Dear Parents:

Below you will find the "Procedure for the Administration of Medication" policy.

If ever your child needs to be given medication during school hours, all steps listed below **MUST** be followed.

1. School nurse must have on file the medication permission form from the parent/guardian **AND** from the prescribing physician. These forms are available at the Health Office.
2. The request must indicate the diagnosis, the name of medication and the time and dosage to be administered.
3. The medication must be delivered directly to the health office by the **PARENT/GUARDIAN**. Medication is not to be brought to school by the student. The school nurse must notify the parent one week before medication will be exhausted so that a new supply may be on hand.
4. The medication must be in the original prescription bottle and properly labeled by a registered pharmacist.
5. Please submit a small photo of your child. This is especially important for the occasion when a substitute nurse is in the building.

Thank you,

Gail Hunker, RN  
Fran Venezia, RN

School Nurse

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