



# Hamilton Township School District

## William Davies Middle School

1876 Dr. Dennis Foreman Drive, Mays Landing, NJ 08330

Website: <http://www.hamiltonschools.org/davies/>

Telephone: (609) 476-6241 Fax: (609) 476-6250

Ken Silver

*Interim Principal*

Russell P. Clark  
*Vice Principal*

Stephanie W. Wroniuk  
*Vice Principal*

Terence Somerville  
*Vice Principal*

### PROCEDURE FOR ADMINISTERING MEDICATION TO STUDENTS (In accordance with Hamilton Township Board Policy/Regulation 5330)

1. Parent(s) or legal guardian(s) must provide a written request for the administration of the prescribed medication at school.
2. Written orders are to be provided to the school nurse from the pupil's physician. It must include the pupil's name, name of medication, purpose of medication, dosage, time of administration, duration, and possible side effects.
3. Permission for self-administration of medication of a pupil with asthma, other potentially life-threatening illness, or a life-threatening allergic reaction may be granted with written authorization from the physician of the pupil and written authorization from the parent(s) or legal guardian(s). (This includes rescue inhalers for asthma, EpiPen for allergic reactions, or diabetic testing supplies and Glucagon).
4. **The medication must be brought to school by the parent or guardian unless pupil has permission to self-administer.**
5. The medication shall be brought to school in the **original container**, appropriately **labeled by the pharmacy**.
6. The school nurse will maintain and secure a locked space for safe storage of medications (**except emergency medications such as an Epi-Pen or Glucagon will remain secure but unlocked**).
7. The school nurse, parent(s)/guardian(s), or delegates for EpiPen are the only persons permitted to administer medications in school unless the pupil is authorized by a physician to self-administer.
8. The records for documentation for administering medication to students must be maintained by the school nurse.
9. Physician orders for administration of medication at school must be written **every** school year.
10. Medication must be picked up at the end of each school year or it will be properly discarded.
11. A copy of this regulation will be provided to parents upon their request for administration of medication at school.

**DO NOT SEND OVER-THE-COUNTER MEDICATIONS TO SCHOOL WITH YOUR CHILD. THIS IS A VIOLATION OF THE DISTRICT'S DRUG POLICY.** The school nurse is not permitted to administer these products in unlabeled containers or without a doctor's written order.

*If your child is prescribed medication for 2 or 3 times a day,  
the times should be scheduled around school hours.*



All Children Can Learn! All Children Can Succeed!

Recipient of the National Green Ribbon Award and New Jersey Department of Education Best Practice Awards