

SEELY PLACE SCHOOL

Edgemont Union Free School District at Greenburgh
SCARSDALE, NEW YORK 10583

Edward J. Kennedy, Principal

Dear Parents,

We have received your request for your child to be given medication in school. We wish to cooperate with you in every way possible to maintain and improve your child's health.

New York State has regulations for administration of medication in school. The following steps must be taken if your child is in need of **ANY** type of medication during the school day.

1. The school nurse must have, on file a **written** request from the physician, in which he/she indicates the name of the child, frequency and the dosage of the requested medication. This includes over-the-counter medication.
2. The school nurse must have on file a **written** request from the parent in order to administer the medication as prescribed by the physician.
3. *All medication must be delivered to the nurse by the parent.*
4. The medication must be in the **original** container, as it is received from the pharmacist or the store. Over-the-counter medication must be in the **original** package, unopened, and labeled with the name of the child and a description of the dosage.
5. The medication **must** remain in the nurse's office, and cannot be handed to a child at the end of the day.

Thank you for helping us maintain a safe environment on the school grounds.

Sincerely,



Lisa R. Singer, R. N.