August 2017

Dear Parent/Guardian,

We would like to inform you of regulations put in place by the Massachusetts Department of Public Health and the policies adopted by the Beverly School Committee regarding the administration of medications in school under the guidance of Dr. Sheryl Silva, School Physician.

Over-the-counter medications approved for administration by the school nurses, as well as the protocols, are available in each school’s health office and on the Health Services webpage found on the Beverly School’s website, www.beverlyschools.org. (Look for the “Parents” tab and drop down to “Health Services.”) The list of medications and protocols is as follows:

- Acetaminophen (Tylenol) Protocol
- Aloe Vera Gel Protocol
- Anaphylaxis (Epinephrine Administration) Protocol
- Bacitracin Ointment Protocol
- Benadryl Protocol
- Calamine Lotion Protocol
- 1% Hydrocortisone Ointment Protocol
- Ibuprofen (Advil or Motrin) Protocol for Grades 6-12 only
- Pramoxine HCL 1% (Sting Relief Pads) Protocol
- Tums Protocol for Grades 6-12 only

Only the above medications will be in the nurse’s offices and Ibuprofen and Tums will only be available for grades 6 through 12. Every effort will be made to contact parents of elementary students before a medication is given. **Over-the-counter medications outside of the standard Beverly Schools protocols will require both parent and physician signed medication consents.**

⇒ If you do not want your child to receive any one of the medications listed above, put your signed request in writing to the school nurse with your child’s name.

In the best interest of all students, medications should be given outside of school hours whenever possible. If, however, your child will need to take medication (including over-the-counter medications outside of the standard protocols) during the school day, the following information must be on file in your child’s school health clinic before any medication will be given:

1. A signed consent parent/guardian medication form and,
2. A signed physician medication order by a licensed prescriber that includes:
   - Medication name, dose, frequency, route and time of administration
   - Specific instructions, special side effects, or possible adverse reactions

Both of these consents must be renewed at the beginning of each school year or rewritten as needed.

Further instructions highlighting important medication administration policies are on the reverse side of this letter. These new policies have been put into place to protect your child and reduce medication side effects.

Sincerely,

June Kazes, MSN, RN, NCSN
Nurse Leader

See reverse side for more important information
BEVERLY PUBLIC SCHOOLS
MEDICATION ADMINISTRATION PARENT INFORMATION

We would like to inform you of regulations put in place by the Massachusetts Department of Public Health and the policies adopted by the Beverly School Committee regarding the administration of medications in school. **Students are not allowed to carry or self-administer medication while on school property, unless prior consent has been approved and documented in the student’s Medication Administration Plan.** In the best interest of all students, medications should be given outside of school hours whenever possible. If, however, your child will need to take medication (including over-the-counter medications) during the school day, the following information must be on file in your child’s school health clinic before any medication will be given:

(3) A signed consent parent/guardian medication permission form (found on Health Services website)

And

(4) A signed Physician medication order by a licensed prescriber that includes:
- Medication name, dose, frequency, route and time of administration
- Specific instructions, special side effects, or possible adverse reactions

Both of these consents must be renewed at the **beginning of each school year** or rewritten as needed.

Medication must be in its **original pharmacy** or manufacturer’s container and be delivered **directly to the nurse in the school by you or a responsible person chosen by you.** No more than a 30-day supply of the medication should be delivered. Pills should not be cut or crushed before sending them in to school.

**Field Trips:** If a child must receive medication while on a field trip, **it is the responsibility of the parent/guardian to communicate with the school nurse so that any necessary arrangements for administration can be made prior to the trip.** We ask that you request an additional labeled prescription container from your pharmacist for this purpose.

**Inhalers/Epi-pens:** Students who need to carry their own inhalers or epi-pens must have written self-administration permission from the licensed prescriber and the parent/guardian. If your child has severe asthma or life-threatening allergies, please send in an extra inhaler or epi-pen to be kept in the clinic.

**Short-Term Prescription Medications:** The pharmacy label for short-term prescription medications (such as antibiotics) can be used in place of the prescriber’s written order. The parent/guardian consent is still needed.

**Narcotic Medications:** Any medication classified, as NARCOTIC in the Physician’s Desk Reference will **not be** administered in the school setting.

**Over the Counter Medications:** Nurses may administer certain over-the-counter medications to students based on protocols developed by the school physician and approved by the school committee. The list of medications approved for administration, as well as the protocols, are available in each school’s health office. Every effort will be made to contact parents of elementary students before a medication is given. Over-the-counter medications outside of the standard Beverly Schools protocols will require both parent and physician signed medication consents.

The Beverly Public Schools will not assume any responsibility for students not in compliance with these policies.

Consent forms, medication protocols, and other pertinent information are available in every school clinic and on the Health Services webpage at [www.beverlyschools.org](http://www.beverlyschools.org). Highlight the parent’s tab and drop down to “Health Services.”

Any questions regarding medication in school should be referred directly to your school nurse.

*The mission of the Beverly Public Schools is to maximize academic achievement and personal growth of every student.*