

**GROTON-DUNSTABLE REGIONAL SCHOOL DISTRICT  
OFFICE OF THE SCHOOL NURSE**

**POLICY FOR THE ADMINISTRATION OF MEDICINE IN SCHOOL**

The following policy is in place to ensure the health and safety of children who may need medicine during the school day. Our school district requires that the following forms be on file in your child's school health record before your child can receive any medicine in school. This policy follows the Department of Public Health's regulations: 105CMR 210.000.

**DIRECTIONS:**

- Complete the parental consent side of the Consent Form for the Administration of Medicine in School.
- Take the form to your child's licensed prescriber [physician, nurse practitioner, etc.] to have the back of the form filled out and signed.
- Bring this form and the medicine to your child's school nurse. Make sure both sides of form are completely filled out.
- New forms are required for any medicine or dose change and at the beginning of each school year.
- Medicines must be in the original pharmacy bottle and contain no more than a 30-day supply. Ask your pharmacist to provide separate bottles for school and home.
- The number of tablets [of controlled substances only] will be counted and recorded on the daily medication log by the nurse.
- **For safety purposes, students are not allowed to transport medicine to and from school on the bus.** You will need to bring it in and pick it up. With prior arrangement with the nurse, some students can carry their inhalers or epi-pens.
- The nurse can not start any medicine until the forms have been completed and returned, therefore try to get the forms in as quickly as possible.

**PLEASE NOTE:**

- If your child is to receive a short-term medicine [less than 10 doses] just fill out the parental permission side of the form. After 10 doses of any medicine [prescription or over the counter], a doctor's written order is required.
- Also, please remember to pick up the medication upon completion. All medicines remaining in the nurse's office will be discarded on the last day of school at the end of the school year.
- If there is a change in the dose, time or type of medication, new forms, as well as a new container, are required from you and the physician. A new medication administration plan will be written by the nurse.
- **This policy is for all medications: both prescription and over the counter.**

## MANDATED HEALTH SCREENINGS

- Hearing screening – Grades K-3
- Vision screening – Grades K-4
- Parents will only be notified regarding hearing and vision screening results if their child fails and will receive a referral letter.
- Height and weight – Grades K-4
- Body Mass Index (BMI) – BMI calculation, graphing and referrals if indicated. Massachusetts Department of Public Health now requires school nurses to refer students with BMI graphs which fall either below the 5<sup>th</sup> percentile or above the 95<sup>th</sup> percentile. A letter will be sent requesting a physician consult.

Please be reminded that regular physical activity and healthy nutrition are highly recommended for all children, regardless of their BMI results. If you are concerned about your child's weight, your first step should be to speak with your pediatrician. Together with your doctor, you can decide your child's healthiest goal weight. If we can support you in anyway, please do not hesitate to contact us.

- Dental Program – A voluntary exam of screening is offered each year by the local Board of Health hygienist to grades K, 2 and 4. Kindergarten is offered an oral screening only. Grades 2 and 4 are offered oral screening, cleaning, and fluoride treatment. Forms are sent home prior to the screenings and parents are requested to fill them out and sign whether or not you wish to have your child participate so that we will know that you received the notice.

### PHYSICAL EXAMS

Parents/guardians will be asked by the nurse to submit a copy of your child's most recent physical exam during grades K and 3. If you do not have health care insurance for your child, please notify the building nurse who can inform you about available resources.

### PEDICULOSIS (HEAD LICE)

Please notify your school nurse if your child has head lice. We are in the process of changing the policies regarding head lice. Your school nurse can answer any questions that you may have.

### IMMUNIZATION REQUIREMENTS

Prior to school entry (i.e. kindergarten or transfer) you are required to submit to the building nurse a written, certified (signed by the physician) copy of the required immunizations. **STUDENTS MAY NOT ATTEND UNTIL THIS INFORMATION HAS BEEN RECEIVED AND IS COMPLETE.**

These requirements shall not apply:

Upon presentation of written documentation that the student meets the standards of medical or religious exemption set forth in M.G.L., Chapter 76, Section 15.

In the case of measles, mumps, rubella and hepatitis B, upon presentation of laboratory evidence of immunity.

In the case of varicella (chicken pox) upon presentation of laboratory evidence of immunity or a signed statement by the physician that the student has a history of chicken pox disease.

## ADMINISTRATION OF EPI-PEN AND FORMS

The School District is now using the revised “**Physician’s Order and Treatment Plan for Anaphylaxis**” which is for all students with a diagnosed life threatening allergy who might require the use of an Epi-Pen or Epi-Pen, Jr. during school. This form is two pages long and requires your child’s physician to answer several questions and provide a signature and phone number.

The parental consent form has also been revised.

Once you have both forms completed, return them to the nurse who will write a specific emergency care plan for your child. Your signature is also required on the care plan. ***This plan will be valid for one year from the date of the signature.***

It is the parent’s responsibility to have both consent forms completed and returned to the nurse. This assures that an appropriate care plan will be written. The nurse is unable to write a care plan and train appropriate school personnel without written parental consent and a doctor’s order.

ADDITIONALLY EPI-PENS WILL BE SENT HOME WITH STUDENTS ON THE LAST DAY OF SCHOOL. PARENTS ARE REQUIRED TO PROVIDE NEW, CURRENT EPI-PENS PRIOR TO THE START OF SCHOOL EACH SCHOOL YEAR.