



## Saint James Elementary School

Reverend Ariel Robles, Administrator  
Mrs. JoAnn Giordano, Principal  
Mrs. Catherine Golden, Vice-Principal



Dear Parents/Guardians,

In order for your child to receive medication while at school, either a daily or as needed, there **MUST** be a doctor's order with the student's name, medication, dose, route and the time of administration and reason for the medication in the nurse's office . This includes prescription and over the counter medications. If the medication is related to asthma/diabetes/food allergies/Epi-pens/Seizures, a completed Action Plan Form must be completed and signed by the physician and parent and on file in the nurse's office. All Action Plan Forms and doctor's orders along with the School Medication Administration Authorization Form **MUST** be renewed each school year (September to June) and anytime there is a change dosage or time of administration.

All medications, including over the counter, **MUST** be in the original pharmacy container with an expiration date or they cannot be administered.

Self-administration of medication must have our school Self-Administration Form completed and signed by both the doctor and parents before student can self-administer.

Cough drops may be sent in and kept in the nurse's office with a note from a parent/guardian giving permission for the student to take cough drops while at school.

Any questions please do not hesitate to call at 732-741-3363 extension 148j.

Thank you,  
School Nurses