



# Saint James Elementary School

Rev. Msgr. Philip A. Lowery, Director  
Mrs. JoAnn Giordano, Principal  
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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 Epi-Pens and all over the counter medications such as Tylenol or Benadryl. 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, an on file in the nurse's office.

A reminder that **ALL** medications including over the counter and asthma nebulizer medications **MUST** be in the original pharmacy container and over the counter medications in their original container with expiration date, or they cannot be administered.

Self-administration of medications **MUST** have Saint James Elementary School Permission for Self-Administration of Medication form completed and signed by both the doctor and parent before they can self-administer medications.

We are not permitted to give any medication unless they meet the guidelines. All orders must be written, completed and signed by a doctor or nurse practitioner. Orders from a chiropractor are not acceptable.

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.

Please have all doctor's orders, action plans and medications in as soon as possible for the safety and well-being of your child. Please send them in an envelope marked school nurse.

Thank you,

Linda Doherty, RN  
School Nurse

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