

**Greenwich Catholic School  
Health Office**

Dear Parents:

If your child requires a prescription or any over-the-counter medication during the school day, you must follow the procedures required by Greenwich Public Schools, CT General Statutes, Sec. 10-212a, and CT Administrative Regulations, Sec. 10-212a-1 through 10-212a-7. These procedures promote safe practices for student and staff. Please read them carefully. **No over the counter medicines, even cough drops, should be carried by a student in school unless the nurse is aware and the procedure below has been followed.**

**PROCEDURE FOR REQUESTING MEDICATION ADMINISTRATION**

1. For **each** medication that must be administered daily or on an as-needed basis, the parent must obtain a written order of an authorized prescriber (physician, dentist, advanced practice registered nurse, or physician assistant) using **Greenwich Public Schools' form: *Authorization for the Administration of Medicine by School Personnel***. A new order form is required each year.
2. The authorized prescriber must fill in the information requested on the form:
  - a. Name and strength of the medication;
  - b. Reason that the medication must be given (diagnosis);
  - c. Amount (dosage) of medication to be administered and route of administration;
  - d. Potential side effect of the medication;
  - e. Time of day that the medication is to be administered; and
  - f. Duration of the orders to administer the prescribed medication.
3. A parent or guardian must sign the "Parent/Guardian Authorization" portion of the form.
4. The medication must be packaged in the **original pharmacy container**, clearly labeled with the student's name, the authorized prescriber's name, and the prescription.
5. A responsible adult must bring the medication and the completed authorization form to the school nurse.
6. **No more than a 3 Month Supply of medication may be stored at the school.**
7. At the end of the school year, any unused medication will be destroyed if not picked up by a responsible adult by the end of the last day of school.

**It may be helpful to take the attached authorization form with you to your child's healthcare provider for scheduled visits in case medication is prescribed for your child. Also, if your child will be going on an overnight field trip during this school year, and takes medication outside the school day, you may want to have an authorization form completed at the time of your visit, thus saving time and money.**

Thanks you for your cooperation.

If you have any questions, please contact Carlotta Garabedian, RN, Public Health School Nurse