

**Chestnut Ridge School District**  
**Medication Procedure**

For the health and safety of your child, Chestnut Ridge School District adheres to the following procedures regarding the administration of medication during school hours. We ask that you make every effort to have required medications given before or after school hours.

1. No medication will be administered by school personnel unless prescribed by a physician. Written request from the physician and the parent on the school form must accompany the medication. The required forms are available at the school health office and on the homepage under *district -forms*.
2. Prescription medications must be in a container with a label prepared by a pharmacist.
3. Nonprescription (OTC) medication must be in the original container labeled with the student's name and dosage along with a completed medication form signed by your physician and the parent.
4. Medication must be transported by parents or responsible adult to and from school. No medication may be transported on a school bus.
5. All medication must be brought to the health office or main office. No medication is to be kept in the student's possession unless ordered specifically so by the physician (i.e., inhalers)
6. No more than one month's supply of any medication shall be accepted by the school at one time. It is the parent's responsibility to replenish the medication supply if necessary.
7. A new authorization form must be submitted annually or when any change from the original prescription is made.
8. A new pharmacy label/container must be submitted with any change in the prescription.
9. Students in the Pre-K program will be administered only those medications deemed safe and age-appropriate which are covered by the school physician standing orders. Parents must sign and give permission on the Pre-K emergency card for ANY of these medications to be given.
10. Medications are to be picked up by the parent/guardian at the end of each school year or when the medication is no longer needed by the student.

**\*\***Nonprescription medication supplied by the school (Tylenol, Tums, etc.) will be administered during school hours if necessary, but only if circled on the EMERGENCY CARD that has been signed and dated by the parent/guardian. Each emergency card is valid for one school year.