

OAK HILL SCHOOL

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David Mitchell
Executive Director

Dear Oak Hill Parent/Guardian and Physician:

I would like to take this opportunity to explain the New York State Education regulations governing the administration of medication in private schools by non-nursing school personnel. Most public school children who require medication during the school day have it given to them by the school nurse. Small public schools and most private schools do not have a full-time nurse available to dispense medication. Therefore, these schools rely on a teacher or another non-medical staff member to fulfill this role. Naturally this raises certain legal and safety concerns; so, the State Education Department has implemented policies to protect the children and the schools.

New York State requires that all children who receive medication at a school without a nurse be certified as “self-directed” in medication administration. This does NOT mean the children are independently obtaining and dosing their medications. It DOES mean that when a non-medical staff person hands the student their medication, the child is able to identify it as the correct medication, given in the correct dose, at the correct time. In addition, the child knows what to do in the unlikely event that he/she is handed a medication that does not appear to be correct.

The nurse working at Oak Hill School is here during the school day; however, the student may not have access while on field trips or camping trips. Therefore, our students need to be certified as “self-directed” as described in the form on our website. This form must be completed and returned to the school nurse. The Medication Authorization Release form needs to be signed by both the child’s physician and guardian. The nurse will meet with the students individually to review their medications. Subsequently, it would be helpful that any new medications or change in brands resulting in a new shape or color be reviewed with the child at home.

Children must be recertified on a yearly basis. A new Medication Authorization Release must be signed each September or in June if your child will be attending the summer program. The goal is to enable the children to take a more active role in their treatment plan by critically looking at their medication every day and being responsible to identify them as being correct or incorrect.

In order to inform the students’ physicians of this medication policy, we need to have the forms signed by both a parent/guardian and the physician. The forms must be returned to Oak Hill School by September 1 each school year. Feel free to contact us with any questions or concerns you may have regarding this policy.

**NO MEDICATIONS INCLUDING OVER THE COUNTER
WILL BE GIVEN WITHOUT A SIGNED MEDICATION AUTHORIZATION RELEASE FORM,
BY BOTH THE PARENT/GUARDIAN AND PHYSICIAN**