

OAK HILL SCHOOL

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David Mitchell
Executive Director

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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 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.

Since Oak Hill School has a nurse only part-time to give medications, one staff member has been given the responsibility for helping the children with their meds when the nurse is not available to do so. Therefore, **our students need to be certified as "self-directed" as described in the attached form. In order to accomplish this task the attached form needs to be signed and returned to school. The Medication Authorization Release form needs to be signed by both the child's physician and guardian.** I 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 pill with a new shape or color be reviewed with the child at home.

Children will 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 everyday 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 or guardian and the physician. The forms must be returned to Oak Hill School by September 1. Please feel free to call with any questions or concerns you may have regarding this policy.

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

Carol Mone, RN
School Nurse