

James O. Morrison  
Principal, Tenafly High School  
Email: [jmorrison@tenafly.k12.nj.us](mailto:jmorrison@tenafly.k12.nj.us)

19 Columbus Drive, Tenafly, NJ 07670  
Tel: 201-816-6605 – Fax: 201-871-9184  
[www.tenafly.k12.nj.us](http://www.tenafly.k12.nj.us)

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Dear Parents/Guardians:

According to a State Regulation only a school nurse or a parent/guardian can administer medication. The following policy was adopted by the Tenafly Board of Education pertaining to the administering of prescription and non-prescription medications within the school building:

Administering Medication

The Board shall not be responsible for the diagnosis and treatment of pupil illnesses. The administration of medication to a pupil during school hours will be permitted only when failure to take such medicine would jeopardize the health of the pupil, or the pupil would not be able to attend school if the medicine were not made available to him/her during school hours.

Before any medication may be administered to or by any pupil during school hours, the Board shall require the written request of the parent/guardian which shall give permission for such administration. This permission shall relieve the Board and its employees of liability for administration of medication.

For prescribed medication the Board requires:

- a) The written order of the prescribing physician and/or the prescription label prior to administering medication. The written order or label shall include:
  - 1) name of medication
  - 2) dosage
  - 3) time at which or the special circumstances under which medication shall be administered.
- b) Completion of Medication Form by parent/guardian permitting administration of medication. Both documents shall be kept on file in the office of the school nurse.

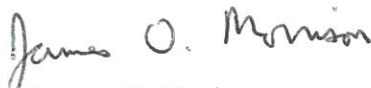
For non-prescription medication the Board requires:

- a) A written order from the physician which shall include:
  - 1) name of medication
  - 2) dosage
  - 3) time at which or the special circumstances under which medication shall be administered.
- b) Completion of Medication Dispensing Form by parent/guardian.

Note: A label for non-prescription medication is not acceptable.  
Medications should be brought to the school in the original container.

We thank you for your cooperation concerning this policy. If you have any questions regarding this policy, please call the Health Office at 201-816-6670.

Sincerely,



Mr. James O. Morrison  
Principal

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