

# Richard Butler Middle School



## Butler Public Schools

3 Pearl Place  
Butler, NJ 07405  
973-492-2079  
[www.butlerboe.org/rbs](http://www.butlerboe.org/rbs)  
#smalltownbigheart #bdogpride

Mrs. Michelle Papa, Principal  
mpapa@butlerboe.org

### REQUEST FOR MEDICATION ADMINISTRATION BY A SCHOOL NURSE

Student's Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

Parent/Guardian's Name \_\_\_\_\_ Phone# \_\_\_\_\_

Date \_\_\_\_\_

#### **To Be Completed by Physician:**

I certify that the above named student has the illness specified below, is physically fit to attend school and is free of contagious disease. I further certify that the student will not be able to attend school if the medication is not administered during school hours.

Name of Illness/Disease/Condition \_\_\_\_\_

Name and Purpose of Medication \_\_\_\_\_

Prescribed Dosage and Time to be Taken \_\_\_\_\_

Date and Time When Medication Should be Discontinued \_\_\_\_\_

Possible Side Effects \_\_\_\_\_

\_\_\_\_\_  
Physician's Name (Print)                      Physician's Signature/Stamp

\_\_\_\_\_  
Telephone number                                      Date

#### **To Be Completed by Parent/Guardian:**

I request the school nurse to administer the medication listed above.

\_\_\_\_\_  
Parent Signature                                      Date



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## Medication Policy

The following procedure must be followed if your child requires **any** type of medication during school hours.

- Obtain a Physician's order. **All Medications**, even over-the-counter medications, require a doctor's order.
- Medication administration by a school nurse form must be completed by the doctor and parent/guardian.
- The Physician's order must be renewed every school year.
- The parent/guardian must deliver the medication to the school nurse. **Under no circumstances can medications be transported to school by the student.** The medication will not be accepted. **The student is not allowed to carry medication to school.**
- **All medications must have the correct and current pharmacy label for the child**. (must match physician order form).
- *If the student* requires any medication for a short period of time these rules must be followed.
- **Do not give the student a single pill to carry to school, to take in school.**
- Over-the-counter medications must be in their original- sealed container.
- All medications must be picked up before or on the last day of school in June.