

Steven Tullar, Principal

East Kingston Elementary School  
5 Andrews Lane  
East Kingston, NH 03827

Rebecca Fournier, RN

Phone: 603-642-3511

Fax: 603-642-6338

---

## PHYSICIAN'S REQUEST FOR MEDICATION ADMINISTRATION

Student's Name: \_\_\_\_\_

Medication: \_\_\_\_\_

Route of Administration: \_\_\_\_\_

Dose of Medication: \_\_\_\_\_

Frequency and Time Schedule: \_\_\_\_\_

Adverse Reactions/Side Effects: \_\_\_\_\_

\_\_\_\_\_

Diagnosis: \_\_\_\_\_

Additional information: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Provider Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Provider Signature

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Address

# East Kingston Elementary School

## *Guidelines for Medication Administration at School*

Dear Parents,

There are New Hampshire State regulations governing the administration of medication to children during school hours. Whenever possible, medications should be given at home. Below are the guidelines to follow for all prescription, over-the-counter or topical medications.

- Consult with the doctor about a medication schedule that will allow child to take it at home if possible.
- If medication must be given at school, **please fill out parent/guardian AND physician consent form** and submit with medication to nurse. **NO PRESCRIPTION MEDICATION WILL BE GIVEN WITHOUT BOTH PARENT AND PHYSICIAN CONSENTS.**
- **Please do not send any medication to school with your child.** A parent or responsible adult must bring the medication to school and give directly to the nurse and sign consent and receipt of medication forms provided by the nurse.
- The medicine must be brought to school in its original packaging or prescription bottle with the physician's name, date of prescription, name and strength of medication and directions for dispensing it on the label. **No more than a 30 day supply may be left at school. You may request a second bottle from the pharmacy to provide for school if you need to split a prescription.**
- Unused or expired medication must be picked up within ten days by the parent or it will be discarded. Medications administered throughout the school year must be picked up by the parent by the last day of school or it will be discarded.
- If medicine of any kind is found in a child's possession, it will be taken away immediately and kept with the principal or nurse, only to be released to a parent or guardian. (Students carrying Epi pens and emergency medications are the only exception).

Please feel free to call the health office anytime with questions at 642-3511. Thanks again for keeping our school a safe and healthy place to learn.

Rebecca Fournier RN

10/17/16